

# e-DECA System User Manual



[www.e-DECA2.org](http://www.e-DECA2.org)

**Devereux** | CENTER FOR  
ADVANCED BEHAVIORAL HEALTH | RESILIENT CHILDREN

**KAPLAN**<sup>®</sup>  
EARLY LEARNING COMPANY

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## Welcome and Introduction

The Devereux Center for Resilient Children (DCRC) and Kaplan Early Learning Company (Kaplan) are delighted that you have decided to utilize the e-DECA, the web-based platform for use of the Devereux Early Childhood Assessment (DECA) Program. The e-DECA provides programs with the capability to administer, score, save, and report on infant, toddler, preschool, and preschool clinical assessments; and it allows the adults caring for those young children to reflect on their own social and emotional well-being, as well as on their caregiving and teaching practices – all on one platform!

This user manual is designed to help all e-DECA users, no matter which user role you are assigned (you'll learn about the various user roles later!). Keep this manual handy, as it serves as a first line of support for just about anything you may need. We also recommend that you bookmark the e-DECA website – [www.e-DECA2.org](http://www.e-DECA2.org).

We thank you for choosing the e-DECA!

Sincerely,

DCRC and Kaplan – Your e-DECA System Administrators

### ***Your help/support options***

1. This user manual, and the DECA Program user's guides/technical manuals
2. The e-DECA toolbar Help sections (full of written guides and video demos)
3. Your program administrator (the "head" of your e-DECA program)
4. Kaplan: [decasupport@kaplanco.com](mailto:decasupport@kaplanco.com), 1-888-808-2366
5. DCRC: [deca@devereux.org](mailto:deca@devereux.org)

In general, and especially in cases where you are requesting support or placing orders for a license and/or ratings, it is helpful to reference your e-DECA program ID number. This is the number generated by the e-DECA System when your program was initially set up, and you can find it on the first page you see after logging in, and right underneath the toolbar on any page of the e-DECA.

### ***What you purchased***

Let's first reflect on what it is you have purchased. The most important item is the annual license. This license gives you access to the e-DECA and its capabilities. One license is required for one e-DECA program, and it must be renewed every year that you plan on utilizing it.

The other part of your purchase was for ratings, of which there were four options: By Assessment (Single) Ratings, By Child (Annual Unlimited) Ratings, Conscious Discipline By Assessment (Single) Ratings, and Conscious Discipline By Child (Annual Unlimited) Ratings. You should have only selected one of these options for use in your e-DECA program. If needed, below are reminders of what each rating type provides.

- By Assessment (Single) Ratings, Standard or Conscious Discipline – You purchased an estimated number of ratings your program will need for the year, regardless of how many children will be rated; every time a DECA is submitted, a rating is marked as used.
- By Child (Annual Unlimited) Ratings, Standard or Conscious Discipline – The amount of these you purchased was based on an estimate of how many children your program plans to assess during the year; every time a child is assessed, a rating is marked as used. For the year, you can submit as many assessments as needed for a child.

### ***Understanding your Contract/License Year vs. your Rating Year***

Your Contract (or License) Year and your Rating Year are two separate pieces of information within the e-DECA. Your Contract Year is based on when your program is initially set up in the system, and can only be entered or adjusted by an e-DECA system administrator (a team member from Kaplan or DCRC). Your Rating Year is how your program's ratings are categorized from year to year, so that you can look back historically at your data. The Rating Year must be entered each year by an e-DECA program administrator, which is a program's top user role. A simple example of a Rating Year commonly used by programs is from September 1<sup>st</sup> to June 30<sup>th</sup>, but your Rating Year can be whatever start date works best for your program's needs.

**IMPORTANT EXCEPTION:** If you elected to utilize By Child Ratings, it is highly recommended to submit a Rating Year that mirrors your Contract Year. This is due to the nature of the By Child Rating, which gives you the capability to submit an unlimited number of ratings for an individual child for the Contract Year. If your Rating Year differs from your Contract Year, that capability can be compromised in subsequent years. If you need to understand this further, or if you are needing your Contract Year to be adjusted in order to utilize an appropriate Rating Year, we invite you to reach out.

- HOW TO Enter Your Rating Year ([video demo](#))
  - Go to e-DECA Management → Manage Programs → Work with Existing Program
  - Click the Select link under the Rating Year Column
  - Enter your description (example: 2022-2023)
  - Enter your begin date and end date
  - Click the Submit button

### ***Browser Pop-up Blocker Settings***

All reports and other available documents, such as the assessment forms, manuals, guides, etc., in the e-DECA open in new browser windows (pop-ups). In order to view these documents, it is essential that you turn off pop-up blockers for the e-DECA site. The procedure for doing this varies according to the web browser being used. If you experience any difficulties related to this, please seek information about your specific web browser.

## Key Documents

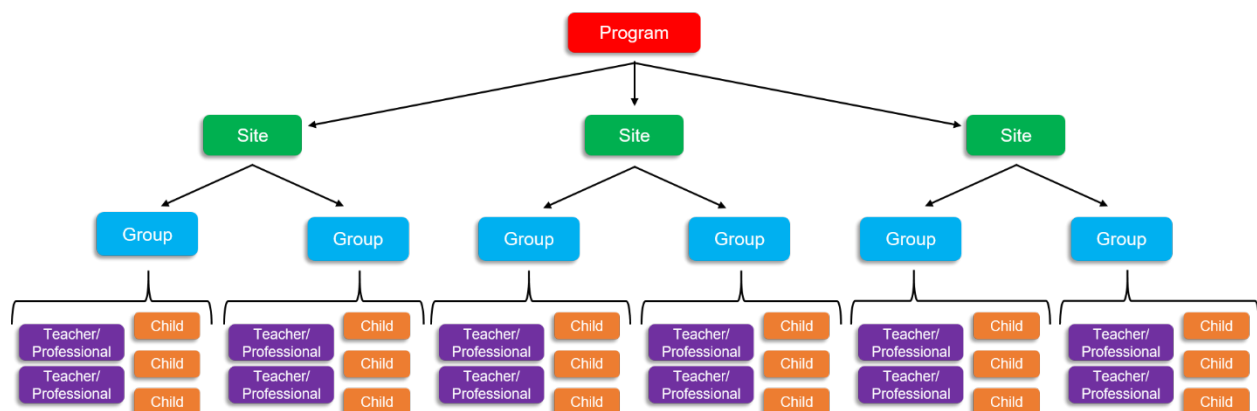
- [Standard e-DECA License Agreement](#)
- [Conscious Discipline e-DECA License Agreement](#)
- [HIPAA and FERPA](#)
- [Parents' Bill of Rights](#)

## The Hierarchy

As you will see in the graphic further below, an e-DECA program is set up in levels, leading with the program, then site(s) and group(s). Teachers/professionals and children are assigned to the appropriate site(s) and group(s). When it comes to sites, groups, teachers/professionals and children, there is no limit to how many are set up within the program. It is critical to understand, however, that no matter how large or small a program may be, this hierarchy must be maintained. A large program may have multiple sites and then multiple groups within each site, whereas a small program may have only one site and one group within it. No matter what the case may be, children and teachers/professionals must be assigned to a site/group combination, and can be assigned to more than one if needed.

While the labels you will see in the e-DECA are Program, Site, Group, Child, etc., you may refer to them differently. Many programs refer to their groups as classrooms and their children as students. The e-DECA labels are fixed, however, and cannot be changed. Hierarchy levels (Program, Site, Group) cannot be removed or added. If your program does not easily fit into this set hierarchy, please reach out to an e-DECA system administrator to discuss before setting up your program.

We also would like to note that a child's parent or family member can also be entered into the system, and they are labeled as a Child Contact, which you will learn more about later. A Child Contact is attached to a Child.



NOTE: There is one additional hierarchy level that can be set up. This level is labeled as a Consortium, and is designed to be a collective of multiple programs. If you are interested in setting up a consortium, reach out to an e-DECA system administrator.

## Database Set-Up

While setting up and managing your database will always require manual work, there are options available when it comes to inputting a large amount of data using automated processes. This data includes sites, groups, teachers/professionals, children and child contacts. Let's first discuss inputting data manually.

### ***Manual Set-Up***

If you so choose, you can set up your entire database manually. Program administrators are always the first and only users to be set up (by the system administrators), and afterwards, program administrators can set up site administrators and group administrators, who can assist in the manual set-up. How to manually set up sites and groups and how to manually input teacher/professional, child, and child contact information will be explained further into this user manual (starting on page 8).

### ***Automated Set-Up (mass importing)***

For all inquiries related to this section, you must contact the Kaplan e-DECA System Administrators at [decasupport@kaplanco.com](mailto:decasupport@kaplanco.com) or 1-888-808-2366. There are two options available to you:

- ChildPlus Import (XML File)
  - If your organization utilizes ChildPlus, you will be happy to know that there is a bridge into the e-DECA. What this means is that you can pull data from your ChildPlus database and import it into the e-DECA in order to set up your program and its hierarchy. This data can include your sites, groups, teachers/professionals, children and child contacts. It is important to note that for brand new e-DECA programs, the first-ever ChildPlus import must and can only be completed by the Kaplan e-DECA System Admins. All subsequent imports can then be completed on your end. It is also important to note that again, if you are a brand new program, no data should be manually entered before engaging in a ChildPlus import.
- Excel CSV File
  - We have templates for you to fill out for this option. You'd simply be inputting your data onto these spreadsheet templates, and the Kaplan e-DECA System Admins would import them into the e-DECA. The data that can be included are sites, groups, teachers/professionals and children. Only the Kaplan Team can complete this particular import, both at the very start of your e-DECA use, and all subsequent times you need an import.

Sending files to the Kaplan Team is always done securely via SFTP. Using either of these mass import options does not remove the capability of entering data manually. For example, if you have a child enroll mid-year, that child's information can be entered

into the e-DECA manually. When it comes time to do an import, you would include that child's information, and the system will recognize that it matches the information you entered manually (based on name and date of birth).

## Your Program, Sites, and Groups

**Program** refers to the entity name at the top level within the e-DECA. As a four-level hierarchical database, Program references the umbrella agency or program name under which all data will be placed and organized.

Programs/program names can only be changed or edited by an e-DECA system administrator.

**Site** refers to either a physical site, a caseload, or some other structural grouping that logically allows a program to organize its members. For a small program with only one site, the site may bear the same name as the program. Alternatively, for a large program, multiple sites may be necessary. There is no limit to the number of sites that can be created within a program.

If being done manually, a site can only be created or edited by a program administrator.

### ➤ HOW TO CREATE A SITE ([video demo](#))

- From the toolbar, go to e-DECA Management → Manage Sites → Create a New Site
- Enter a site name (and any other details you may want)
- Click the Submit button

### ➤ HOW TO CHANGE/UPDATE A SITE

- From the toolbar, go to e-DECA Management → Manage Sites → Work with Existing Sites
- Find the site you need, and click on the Update icon (tiny pencil and paper) on its row
- Make the changes/updates needed
- Click the Submit button

**Group** refers to the grouping in which children are nested together. For educators, a group most likely refers to a classroom. For a mental health clinic, a group could refer to a caseload. There is no limit to the number of groups that can be created within a site.

If being done manually, a group can only be created or edited by a program or site administrator.

### ➤ HOW TO CREATE A GROUP ([video demo](#))



- From the toolbar, go to e-DECA Management → Manage Groups → Create a New Group
  - Select the site under which this group should be (depending on your user role and assignments, there may only be one option)
  - Enter a group name (and any other details you may want)
  - Click the Submit button
- HOW TO CHANGE/UPDATE A GROUP
- From the toolbar, go to e-DECA Management → Manage Groups → Work with Existing Groups
  - Select the site and group you need, and click the Submit button
  - Click on the Update icon (tiny pencil and paper)
  - Make the changes/updates needed
  - Click the Submit button

## **Users and Raters (Teachers/Professionals)**

A user is a member of your staff who actually logs into the e-DECA with their own username and password. This user may assume administrative responsibilities, as well as direct care responsibilities, in which case they would also need to be marked as a rater. A user may also assume administrative responsibilities only, and will therefore only be marked as a user and not a rater. There are various user roles in the system.

- Program Administrator
  - A person designated as the “head” of the entire e-DECA program, who also serves as the point of contact for the e-DECA Support Team. Program administrators can perform all functions within the program, and is the only user who can create sites and set up site administrators.
    - i. Programs can have more than one program administrator if absolutely necessary. If your program needs additional program admins, contact an e-DECA system administrator.
  - NOTE 1: If a program administrator also needs to be a rater, a second user account must be created, as a program administrator cannot be selected as a rater. This second user account can be set up however needed (as one of the other user roles that follow).
  - NOTE 2: Only an e-DECA system administrator (a Kaplan or DCRC team member) can change/update the program administrator role. If you need to change/update the person in this role or add additional program administrators, please contact an e-DECA system administrator.

- i. If the current program administrator is still with the organization, they must submit documentation (e.g., an email) approving the change of program administrator.
  - ii. If the current program administrator is no longer with the organization, documentation (e.g., an email) will need to be submitted by a current supervisor approving the change of program administrator.
- Site Administrator
  - A person in charge of an entire site or multiple sites, as well as all of the groups, users and raters, and children within them. The site administrator can perform all functions within the site or sites to which they are assigned. This includes creating and managing the groups within those site or sites, as well as inputting ratings completed by both professionals and family members.
- Group Administrator
  - A person in charge of an entire group or multiple groups, as well as all of the children within them. The group administrator can create and manage children within the group or groups they're assigned to, submit an assessment that they've completed on a child, input ratings completed by parents or family members, and view rating results and reports for all children in any of the groups to which they have been assigned.
- Inputter/Viewer
  - A person who is able to input ratings for the children assigned to sites and groups for which the individual has been assigned access. This person can also view the rating results and reports.
  - NOTE: If you are utilizing the ChildPlus Import option, and are including your teachers/staff in the import, this is the user role they will be given by automatic default when the import takes place. Once the import is complete, and if necessary, you can go in manually to update an individual's user role to what you need it to be.
- Inputter
  - A person who is able to input ratings for the children assigned to sites and groups for which the individual has been assigned access. This individual cannot view rating results or reports.
- Viewer
  - A person who is able to view rating results and reports for the children assigned to sites and groups for which the individual has been assigned access. This individual cannot input any data into the system.

- Site Administrator-All Children (only for unique use-cases)
  - This role has the same primary capabilities as a site administrator, but can view all children within the program, no matter what sites have been assigned to this person. Having this role allows a person to help program administrators in managing child data across the entire program.

A rater is a person who will be assessing a child (an adult who answers the DECA questions about a child). The rater could be either a professional (like a teacher or childcare provider) or a parent or family member. It is important to note that the rater type (teacher or parent) must be accurately specified within the system due to the two separate sets of norms for the assessments. When the DECA was nationally standardized, both professionals and family members were included as potential raters of children. The standardization results revealed that professionals and family members scored children differently, thus the two separate sets of norms (one for professionals and one for family members) were created. Parent raters are set up differently than teacher raters. More on that later (see page 12)!

If being done manually, a user/rater can be created or edited by a program, site, or group administrator, as well as by a site administrator-all children.

NOTE: If a site administrator, group administrator, or site administrator-all children create a user/rater, that new user/rater can be assigned only to the site(s)/group(s) to which the creator is assigned.

- HOW TO CREATE A USER AND/OR RATER ([video demo](#))
  1. From the toolbar, go to e-DECA Management → Manage Users → Create a New User
  2. Enter the user's last name, then first name (middle initial if needed)
  3. Answer the question about whether or not the person will be an "online user," meaning they will be given a user role, username and password, in order to be able to log into the e-DECA on their own
  4. **If you answered "Yes," continue to the next question; if you answered "No," skip to #8**
  5. Enter a username and password for this person (they can change their password when they log into the e-DECA for the first time)
  6. Assign them a user role
  7. Assign them to the appropriate site(s)/group(s) for which they will need access (NOTE: If you, the creator, are assigned to only one site and group, then the user/rater you create will be automatically assigned to that same site/group)
  8. Answer the question about whether or not this person is a rater as well, meaning they will be assessing children from their site(s)/group(s)

9. **If you answered “Yes,” continue to the next question; if you answered “No,” skip to #11**
10. Assign them to the appropriate site(s)/group(s) for which they will be assessing children (NOTE: If you, the creator, are assigned to only one site and group, then the user/rater you create will be automatically assigned to that same site/group)
11. Though not required, we highly suggest entering the person’s email address if you know it.
12. Click on the Add a User button

## Children (Students)

No matter the age of a child (infant, toddler, preschooler), they will be labeled as “child” within the e-DECA. Certain fields are required when creating a child in the system, including: Last Name, First Name, and Date of Birth. If a program elects to use a code for the name sections, that will be accepted by the system, but the entries in each section must have at least two characters.

If being done manually, a child record can be created or edited by a program, site, or group administrator, as well as by a site administrator-all children.

- HOW TO CREATE A CHILD RECORD ([video demo](#))
  1. From the toolbar, go to e-DECA Management → Manage Children → Create a New Child Record
  2. Enter the child’s last name, then first name (middle name if necessary); OR enter codes/ID numbers in place of names
  3. Select the child’s date of birth
  4. Though not required, you can select the child’s gender
  5. Assign them to the appropriate site and group (NOTE: If you, the creator, are assigned to only one site and group, then the child you create will be automatically assigned to that same site/group)
  6. Click the Submit button

NOTE: While a child record can be created without being immediately assigned to a site and group, it is not recommended. Doing so will still create the child record, but then only a program administrator or site administrator-all children can view the record. A child must be assigned to a site/group in order to have a rating done for them.

## Child Contacts/Parent Raters

A child contact is a child’s parent or adult family member. If your program is planning to invite parents/family members to assess their children, these adults can be created in

the system once the child has been entered and exists in the database. Child contacts can be entered into the system categorized under one of the following Contact Types: Mother, Father, Parent, Grandparent, Guardian, Foster Parent, or Other Relative. No matter the category selected from this list, the adult will be given the label of parent rater.

**IMPORTANT NOTE:** Parent raters do not log into the e-DECA. Their ratings can be collected in any of the following ways:

- The assessment can be printed out for them to complete, and then staff can transfer the responses to the online form later
- If a parent comes to your location for a parent night or some type of visit, staff can bring up the online form on a computer or laptop for them to complete
- If your program conducts home visits and staff has access to a tablet or laptop and internet access, they can let the parent complete the rating on that tablet or laptop
- Staff can collect parent ratings over the phone or via video conference – staff can ask the questions and then they would mark the responses the parent selects
- Staff can send parents a rating request via email – as long as staff has an email address for the parent, and have entered it into the child contact record, they can send them a link to the assessment form via email to complete on their own

**NOTE:** The capability to send parents an email rating request in Spanish is available. All one has to do is mark the child contact's language preference on their record.

If being done manually, a child contact record can be created or edited by all user roles, with the exception of a viewer.

➤ **HOW TO CREATE A CHILD CONTACT RECORD** ([video demo](#))

1. From the toolbar, go to e-DECA Management → Manage Children → Work with Existing Children
2. Find the child for whom you are adding a child contact record
3. Under the Contacts column, click on Select
4. Click on Add New Child Contact
5. Enter the child contact's last name, then first name (middle name if necessary)
6. Select the Contact Type
7. If you plan on sending rating requests to the contact via email, you must enter in their email address

8. If you need to send them an email rating request in Spanish, you must select their language preference accordingly
9. Click on the Add a Child Contact button

## Inputting Ratings

“Rating” is the label given to an assessment in the e-DECA. Ratings can be completed and entered into the system in a variety of ways. Before going through these ways, it is important to first understand the following:

- Upon entry, ratings must be categorized as Pre, Mid, Post, or Other. Using your standard school/program year as an example, a program may submit pre ratings sometime during the months of September through November, mid ratings sometime during the months of December through February, and then post ratings sometime during the months of March through May.
- We understand that not every program operates on a standard school/program year. We also know that not all programs will submit pre, mid, and post ratings. You are welcome to use the e-DECA database in whatever way best meets the needs of your program.
- Within one Rating Year, there can only be one pre rating, one mid rating, and one post rating from a teacher, and only one pre rating, one mid rating, and one post rating from a parent. If more ratings need to be entered, they can be categorized as “other.” However, please note that ratings categorized as “other” do not appear on the system-generated group reports.
  - A work-around for this would be to swap how the ratings are categorized, even if just temporarily.
  - Another work-around would be to use shorter Rating Year periods that would accommodate a year-round program that needs more than one mid rating. For example, a program could have two separate Rating Year periods within one Contract/License Year with a naming convention like “2022-23 Part 1” (runs for six months) and then “2022-23 Part 2” (runs the other six months). The pre and first mid would be completed in Part 1 and the second mid and post in Part 2. It is important to note that with this work-around option, the ability to aggregate will be impacted since aggregate reports only accommodate one Rating Year at a time.

Now we will go through the variety of ways that ratings can be completed. (1) Ratings can be completed in real-time, meaning the online form is brought up so the rater can answer the questions right then and there. (2) Ratings can also be collected offline first, completed on a printed form, and then the responses later transferred to an online form. PDF versions of the assessment forms can be printed:

- By going to the toolbar → Input Ratings, then selecting the form you want to print

- By going to the toolbar → Help → Available Documents, then selecting the form you want to print

### **Teacher/Professional Ratings**

These can be submitted into the system either by the raters themselves, or by staff who are tasked to submit rating responses on behalf of others. Either way, here are the steps to take ([video demo](#)):

- From the toolbar, go to Input Ratings → By Child (online)
- Find the child being rated, either by searching by site and group, or by searching for the child by typing in their last name
- Select the appropriate record form (infant, toddler, preschool, or clinical)
- Click the Submit button
- Choose the correct rater from the dropdown
- Choose the appropriate rating period from the dropdown
- Enter the Rating Date (this is the date the rating was actually completed, and may not match the date the rating is being entered into the system)
- *\*See the Send Rating Request button? We'll get to that shortly.*
- Read the directions for how to complete the form, and then either take the time you need to thoughtfully respond to each question, or record the responses that were collected at an earlier time
- After responding to each question, click on the Save This Rating button
  - If you need to redo the entire form, click on the Clear the Scores button and then go through and respond to the questions again
  - If you need to change the response to just one or a few questions, you can clear a response by clicking on the question number, or just select the correct response to remove the incorrect response

If you have teacher/professional raters who do not log into the e-DECA, they can still complete a rating on their own. You just need to send them a rating request via email. Here's how ([video demo](#)):

- First and foremost, you must ensure that they are set up in the system as a rater and that their email address is also in the system
- From the toolbar, go to Input Ratings → By Child (online)
- Find the child being rated, either by searching by site and group, or by searching for the child by typing in their last name
- Select the appropriate record form (infant, toddler, preschool, or clinical)

- Click the Submit button
- Choose the correct rater from the dropdown
- Choose the appropriate rating period from the dropdown
- Enter the Rating Date (here, you would select the date you are sending the rating request)
- Click on the Send Rating Request button, and then you can log out or just go to another page of the e-DECA

### ***Parent/Child Contact Ratings***

Remember that parents/child contacts do not have user accounts. They do not log into the system. Their ratings can be completed in any of the following ways:

- The assessment form can be printed out for them to complete, and then staff can transfer the responses to the online form later
- If a parent comes to your location for a parent night or some type of visit, staff can bring up the online form on a computer or laptop for them to complete
- If your program conducts home visits and staff has access to a tablet or laptop and internet access, they can let the parent complete the rating on that tablet or laptop
- Staff can collect parent ratings over the phone or via video conference – staff can ask the questions and then they would mark the responses the parent selects
- Staff can send parents an email rating request – as long as staff has an email address for the parent, they can send them a link to the assessment form via email to complete on their own

Follow these steps to send a parent/child contact an email rating request ([video demo](#)):

- First and foremost, you must ensure that they are set up in the system and that their email address is in the system as well
- From the toolbar, go to e-DECA Management → Manage Children → Work with Existing Children
- Find the child being rated, either by searching by site and group, or by searching for the child by typing in their last name
- On the child's data row, click on the Select link under the Contacts column
- Click the Update icon on the parent's data row



- Again, check that the parent's email address is entered (if it is not, enter it in and be sure to click on the Update Child Contact button)
- Click on the Rating Request button
- Select the appropriate rating period from the dropdown
- Select whether or not you want to receive an email notification when the parent has completed the rating, by choosing No or Email from the Notify Requestor section
- If you want to include notes with your request for yourself to reference later, you can do so in the Notes section
- Click on the Save the Request button
- Click on the Send the Request button

## Formatted Reports

There are several reports that are available within the e-DECA. The purpose of these reports is to aid administrators and other professionals in assessing the progress of an individual child or a particular group. Below are descriptions for these various reports to help you determine their usage in your program.

### ***Single Rating Report***

This report is intended to break down the results of one rating completed for an individual child to assess their behavior at that point in time. Page one of the report contains the Score Summary Table, which breaks the scores down into the different scales and displays the T-scores, percentiles, and descriptions for each scale. Page two of the report is the Individual Child Profile, a visual showing T-scores and percentiles for each scale. The third and final page of the report displays the Item Ratings by Scale, which lists each scale and the questions pertaining to that scale. To the right of each question is the number and descriptor that was selected as the answer by the rater.

- HOW TO Create a Single Rating Report ([video demo](#))
  - From the toolbar, go to View Ratings / Reports → By Child
  - Find the child for whom you are creating a report, either by searching by site and group, or by searching for the child by typing in their last name
  - Click to Select a Report
  - Select the correct assessment
  - Select "Single Rating" from the Report Type section
  - Select the rating for which you are selecting strategies

- Click the Submit button
- The report will pop up in a new window

### **Strategies Report**

This report allows a teacher/professional to select strategies for a child, according to that child's strengths and areas of need reflected by the results of a rating. Teachers/professionals select strategies from a list of options, sourced either from the DECA Program, or from our partners at Conscious Discipline. When created, the first page of the report will display the rating results and some explanation of said results. The second page of the report will display the strategies that were selected. The third page of the report contains space for notes and signature lines for teachers and parents to sign, in order to support communication and keep track of progress. Programs should use this report, above all else, to help promote a child's resilience and support their social and emotional development.

- HOW TO Create a Strategies Report ([video demo](#))
  - From the toolbar, go to View Ratings / Reports → By Child
  - Find the child for whom you are selecting strategies, either by searching by site and group, or by searching for the child by typing in their last name
  - Select to View All Ratings for this Child
  - Find the appropriate rating and click on the Strategies link on its data row
  - Review the strategies available, and then make your strategy selections, keeping the rating results in mind (note: you must check the box next to the scale and then the box next to each strategy you select underneath it)
  - After making your strategy selections, choose whether you want just classroom strategies, just home strategies, or both
  - Select your desired language for the report (English or Spanish)
  - Select what you want to do next with the report: (1) You can create an HTML document, which you can copy and paste the information from and paste it in to a letterhead of your choosing; (2) you can just download the report as a PDF; (3) you can just save the PDF report in the system to access at a later time – note that this will also prompt the PDF to open in a new window

### **Group Profile Report**

This report is intended to display ratings on all active children from a certain group, so that their progress as a group can be evaluated. This report can

display just infant rating results, just toddler rating results, just preschool rating results, or just clinical rating results. Additionally, it can display only teacher rating results or only parent rating results. The Group Profile Report can display one to three rating periods (pre, mid, post); you can select which ones you wish to be on the report.

At the top of the report are the program, site, and group names, along with the names of the teachers/professionals assigned to the site and group. Each data row represents a child and the child's ratings results. The report displays the results using a color-coding system: Green indicates Strength, Blue indicates Typical, and Red indicates Area of Need. Within each colored box is also the T-score for that scale. Displayed beneath the roster is the number of children reported as well as the number of children in each color code.

- HOW TO Create a Group Profile Report ([video demo](#))
  - From the toolbar, go to View Ratings / Reports → Group Profile
  - Select the appropriate site and group
  - Select the appropriate record form
  - Select whether you want to view Teacher Ratings or Parent Ratings
  - Select which Rating Period(s) you want to view
  - Select which Rating Year you want to view OR enter a custom date range
  - Click the Submit button, and the report should open in a new browser window

### ***Pre-Post Comparison Report***

This report is intended to compare a pre and post rating done on a certain child by either the parent raters or the teacher raters of that child. The pre and post ratings chosen must be either both by parents or both by teachers; a report will not be generated if a parent and teacher combination is chosen. Page one of the report displays the Rating Comparison Score Summary Table, which breaks down the scores into the different scales for both the pre and post ratings. The table includes the pre and post T-score for each scale as well as the T-score difference. The table also includes the pre and post description for each scale. Lastly, the Raters Differ line in the table provides a description of the difference between the pre and post scores. The descriptions are: Significant Improvement, No Significant Change, or Significant Decline and are based on statistical analysis. Page two displays the Individual Child Profiles for both the pre and post rating, providing a side-by-side visual of the child's scores by scale, including the raw scores, T-scores and percentiles. A pre-post comparison can only be generated when the same assessment record form is selected for both pre and post rating periods. Additionally, for the infant assessment, a pre-post

comparison can only be done when the two assessments being compared were completed within the same norms tables.

- HOW TO Create a Pre-Post Comparison Report ([video demo](#))
  - From the toolbar, go to View Ratings / Reports → By Child
  - Find the child for whom you are creating a report, either by searching by site and group, or by searching for the child by typing in their last name
  - Click to Select a Report
  - Select the correct assessment
  - Select “Pre-Post Comparison” from the Report Type section
  - Select the appropriate pre assessment, followed by the post
  - Click the Submit button, and the report should open in a new browser window

### **Aggregate Report**

*Note: This report is available to program administrators and site administrators only.*

This report displays the results for children representing an entire program or site. Based on the criteria selected, the Aggregate Report can include one record form type or multiple record forms (infant, toddler, preschool). If one record form type is selected, the report will provide scale level data. If more than one record form type is selected, only Total Protective Factor scores are provided.

The report can include one rating designation (pre only, mid only, or post only) or multiple designations. When more than one rating designation is selected, the report will only include data from those children who have ratings at all selected rating designations. The report generates a table and includes the number of children represented, and the number and percentage of children whose scores fall in the Strength, Typical, or Area of Need category. The reports include active ratings for active child records.

The Aggregate Report feature is designed to support those programs that wish to look at progress for an aggregated group of children. The report is intentionally designed to ONLY include those children who meet ALL of the criteria selected. This means, for example, that if a user selects the DECA-P2 record form and rating periods of Pre, Mid and Post, then the aggregated data will be for those children in the database who have a pre, mid and post DECA-P2 rating. If a child has a DECA-P2 Pre and Post rating, but does not have a Mid rating, that child would not be included in the report. It is possible to run multiple reports, if necessary, to capture information on a larger number of children if children don't meet a more extensive criteria selection such as the example provided. For instance, you could run a DECA-P2 Pre only report; a separate DECA-P2 Mid

report; and a separate DECA-P2 Post report. These separate reports would include ALL children who meet the more limited criteria selected.

An additional feature of this functionality is the ability to select multiple record forms. If multiple record forms are selected, only the Total Protective Factors will be displayed since all three record forms do not have all of the same scales. Again, if you wish for a more detailed report at the individual scale level, then a separate report could be run for Infant forms; a separate report for Toddler forms; and a separate report for DECA-P2.

Please note that this functionality was designed with great intention. A report that shows progress (or lack of progress) across a period of time should only include outcomes for the same group of children. It would not, for example, be meaningful to have a report that shows Pre data that includes a certain group of children and Post data for a different group, and assume that anything meaningful can be interpreted. If the data is not reflective of the same group, such an aggregate report could not be used to state any outcomes (positive or negative) for a group of children.

- HOW TO Create an Aggregate Report ([video demo](#))
  - From the toolbar, go to View Ratings / Reports → Aggregate Reports
  - Select how you want the data to be aggregated (Program, Site)
  - Select the record forms you want included
  - Select the ratings periods you want included
  - Select whether you want to see teacher ratings, parent ratings, or both
  - Select the appropriate Rating Year
  - Click the Submit button, and the report should open in a new browser window

### ***Group Ratings List***

This is a list of all of the ratings that were performed on the children in a selected group and is intended to help administrators keep track of the ratings that have been completed to that date. The list can be generated to reflect all record forms, ratings, and/or rating periods or only the ones selected. Only the names of children listed as “Active” will appear on the ratings list. At the top of the page is information about the group and the selection criteria that was chosen. Below that is the list of ratings, including the child’s name, rating date, rating period, rater name, rater type, and record form. Finally, the number of children, total ratings, pre, mid, post, and other ratings, and ratings by teachers and parents are displayed.

- HOW TO View a Group Ratings List ([video demo](#))

- From the toolbar, go to View Ratings / Reports → Group Ratings List
- Select the site and group for which you are wanting data
- Choose which record forms you want to view
- Select whether you want to view teacher ratings, parent ratings, or both
- Select the appropriate Rating Year or enter a specific date range
- Click the Submit button
- Batch Report Printing ([video demo](#))
  - Part of the Groups Ratings List feature, you can download sections of or an entire copy of Single Rating Reports for each child in a selected group with Batch Printing; this feature can serve to save staff significant time with printing reports for all children within a group
  - After accessing the Group Ratings List, you will see at the bottom of the page where you can create a Batch Report

## Raw Data Reports

Available to program administrators and site administrators, this feature allows for raw data to be downloaded into an Excel CSV file. Programs may access all data, active or inactive, using this feature. All downloads include both active and inactive ratings for both active and inactive child records. The Excel spreadsheet that is produced based on the criteria selected can then be saved and manipulated to include only those records needed for any particular data analysis or reporting. For help reading/understanding the data that is downloaded, access the [Data Dictionary](#), which can be found from the toolbar → Help → Available Documents.

- HOW TO Download Raw Data Reports ([video demo](#))
  - From the toolbar, go to e-DECA Management → Manage Downloads
  - Choose which data format you want to download (the different formats are explained below)
  - Choose the Rating Year or enter a specific date range
  - Depending on the report format you chose, you may need to choose the record form and rater type (teacher or parent)
  - Click the Submit button, and the CSV file should download

There are different report formats you can choose from, including...

### ***Child Ratings by Program***

This will pull all child ratings entered for the program, both active and inactive.

### ***Child Ratings by Site***

This will pull all child ratings entered for a site, both active and inactive.

### ***Program Sites and Groups***

This will pull a list of all sites and groups within the program.

### ***Children in the Program***

This will pull a list of all children in the program, both active and inactive.

### ***Children without Ratings***

This will pull a list of all children (both active and active) who do not yet have a rating entered for them.

### ***Children Pre, Mid, Post counts (by Program)***

This will pull a list of all children in the program, along with counts of how many pre, mid, and post ratings have been entered for them (both teacher and parent ratings).

### ***Active Pre Ratings Count (by Program)***

This will provide you a count of how many active pre ratings currently exist for a program.

### ***Yr-End Pre, Mid, Post Needs (by Program)***

This will provide you a list of all active children in the program, noting what ratings entered for them assessed a concern/area of need.

### ***Pre Needs (Teacher) (by Program)***

This will provide you a list of all active children in the program, noting whether they have pre ratings entered for them assessing a concern/area of need.

### ***Teacher Ratings Count***

This will provide you a list of all active teachers/raters, along with how many ratings they have entered into the system (pre, mid, post).

### ***Teacher Ratings Count (1 or more ratings)***

This will provide you a list of all active teachers/raters who have entered at least one rating into the system (pre, mid, or post).

### ***Reflective Checklist for Teaching Practices***

This will provide you a list of users who have completed the Reflective Checklist for Preschool Teaching Practices, along with their selected responses.

# Assigning/Unassigning and Inactivation/Activation

## *Assigning/Unassigning*

All children, users and raters, with the exception of the program administrator, must be assigned to their appropriate sites and/or groups. These assignments ensure that users only have access to data that is appropriate based on their role within the program.

There may be occasions when you have to unassign a child, user or rater, in order to assign them to a different site/group.

- HOW TO Assign or Unassign (video demos: [user/rater](#), [child](#))
  - Go to the individual's profile page (for a user/rater, go to e-DECA Management → Manage Users → Work with Existing Users, search for the individual you're looking for, then click the Submit button)
  - On the individual's data row, click on the Update icon
  - If you need to ASSIGN them to a site/group, that means you are moving the appropriate site(s)/group(s) from the left-side panel over to the right-side panel
  - If you need to UNASSIGN them from a site/group, that means you are moving the appropriate site(s)/group(s) from the right-side panel over to the left-side panel
  - Once you've completed the movements needed, click the Submit button
- IMPORTANT: Currently, a child can be added to the system without a site/group assignment. However, not until a site/group assignment is made can a rating be entered for that child. If a child is saved in the system without an assignment, the only users who will be able to find the child at a later time will be those with the role of either program administrator or site administrator-all children.

## *Inactivation/Activation*

The purpose of inactivation is to keep data in the system, but essentially archive it so that it is not pulled into active reports, and so it is basically hidden for most users/raters. Data should only be made inactive when it is decided that it will no longer be used moving forward. Program administrators, site administrators-all children, and site administrators can inactivate data, and can do so with the following data: children, users/raters (professional and parent), groups, sites, and ratings.

When you make a professional user/rater inactive or a child inactive, this removes all site/group assignments. This is important to note, because if a user/rater ever needs to be reactivated, only a program administrator can find them in the system. If a child ever



needs to be reactivated, only a program administrator or site administrator-all children can find them.

## Inactivation

### HOW TO Inactivate a Child ([video demo](#))

- One Child
  - From the toolbar, e-DECA Management → Manage Children → Work with Existing Children
  - Search for the child you need and then click the Submit button
  - On that child's data row, click the Update icon
  - Change the Status dropdown from Active to Inactive
  - Click the Submit button
- Multiple Children
  - From the toolbar, e-DECA Management → Manage InActivation
  - Make the appropriate choice from the dropdown (you can do children by program, site, or group), then click the Submit button
  - Check the boxes next to each child you want to inactivate
  - Scroll down to the bottom of the page and click the Submit button (the system will ask you to confirm; click OK to do so)

### HOW TO Inactivate a Child Contact/Parent Rater ([video demo](#))

*Note: This is done through the child's profile.*

- From the toolbar, e-DECA Management → Manage Children → Work with Existing Children
- Search for the child of the parent rater you need, then click the Submit button
- On the child's data row, click the Select link under the Contacts data column
- Click the Update icon on the data row of the parent/child contact
- Change the Status dropdown from Active to Inactive
- Click the Update Child Contact button

### HOW TO Inactivate a Professional User/Rater ([video demo](#))

- One User/Rater
  - From the toolbar, e-DECA Management → Manage Users → Work with Existing Users
  - Search for the user/rater you need, then click the Submit button

- On the user's/rater's data row, click the Update icon
- Change the Status dropdown from Active to Inactive
- Click the Submit button
- Multiple Users/Raters
  - From the toolbar, e-DECA Management → Manage InActivation
  - Select the Site/Group/User-Teacher option from the dropdown, then click the Submit button
  - On the appropriate data row, click on the Select link under the Users data column
  - Select what you want to do with the users/raters: Either Unassign but not Inactivate, or Inactivate and Unassign (if this individual is no longer with your program, they should be Inactivated/Unassigned)
  - Check the boxes next to each user/rater you want to inactivate
  - Click the Submit button

#### HOW TO Inactivate a Group or Groups ([video demo](#))

*Note: The system will only let you inactivate a group when it is clear of active professional users/raters and children. That means you must first take the steps shared above, either inactivating or reassigning the professional users/raters and children.*

- One Group
  - From the toolbar, e-DECA Management → Manage Groups → Work with Existing Groups
  - Choose the site and the group you need, then click the Submit button
  - Click the Update icon on the group's data row
  - Change the Status dropdown from Active to Inactive
  - Click the Submit button
- Multiple Groups
  - From the toolbar, e-DECA Management → Manage Inactivation
  - Select the Site/Group/User-Teacher option from the dropdown, then click the Submit button
  - On the appropriate data row, click on the Select link under the Groups data column
  - Check the boxes next to each user/rater you want to inactivate
  - Click the Submit button

## HOW TO Inactivate a Site or Sites ([video demo](#))

*Note: The system will only let you inactivate a site when it is clear of active groups, professional users/raters, and children. That means you must first take the steps shared above, either inactivating or reassigning the professional users/raters and children, and then inactivating the group or groups.*

- One Site
  - From the toolbar, e-DECA Management → Manage Sites → Work with Existing Sites
  - Click the Update icon on the site's data row
  - Change the Status dropdown from Active to Inactive
  - Click the Submit button
- Multiple Sites
  - From the toolbar, e-DECA Management → Manage InActivation
  - Select the Site/Group/User-Teacher option from the dropdown, then click the Submit button
  - Check the boxes next to each site you want to inactivate
  - Click the Submit button

## HOW TO Inactivate a Rating ([video demo](#))

- From the toolbar, e-DECA Management → Manage Children → Work with Existing Children
- Search for the child whose rating you are inactivating
- On that child's data row, click on the Select link under the Ratings data column
- On the data row of the rating you want to inactivate, click on the Edit Rating link
- Change the Status dropdown from Active to Inactive
- Click the Edit Rating button to save

## Activation

### HOW TO Activate a Child ([video demo](#))

*Note: Currently, you can only activate children one at a time. If for any reason you have a need to activate a large number of children, please contact [decasupport@kaplanco.com](mailto:decasupport@kaplanco.com).*

- From the toolbar, e-DECA Management → Manage Children → Work with Existing Children
- Change the Child Status selection to Inactive, then click the Submit button

- On the data row of the child you need, click on the Update icon
- Change the Status dropdown from Inactive to Active
- Assign the child to the appropriate site and group
- Click the Submit button

#### HOW TO Activate a Child Contact/Parent Rater

- Option 1
  - From the toolbar, e-DECA Management → Manage Children → Work with Existing Children
  - Search for the child of the parent rater you need, then click the Submit button
  - On the child's data row, click the Select link under the Contacts data column
  - Click the Update icon on the data row of the parent/child contact
  - Change the Status dropdown from Inactive to Active
  - Click the Update Child Contact button
- Option 2
  - From the toolbar, e-DECA Management → Manage Activation
  - Choose Child Contacts from the dropdown
  - Search by the last name of the child, then click the Submit button
  - Check the box next to the child contact, then click the Submit button

#### HOW TO Activate a Professional User/Rater

- One User/Rater
  - From the toolbar, e-DECA Management → Manage Users → Work with Existing Users
  - Click the Display All Users button
  - On the user's/rater's data row, click the Update icon
  - Change the Status dropdown from Inactive to Active
  - If the individual is a user, you will need to change the response to the "Will this person be an Online User?" question; you may also need to set up a new username and password for the individual
  - Assign them to the appropriate site(s)/group(s)

- Provide the proper response to the “Will this person be completing DECA ratings on children?” question; if you respond “Yes,” then you must also assign their site(s)/group(s) in this section as well
- Click the Submit button
- Multiple Users/Raters
  - From the toolbar, e-DECA Management → Manage Activation
  - Select the Users / Teachers option from the dropdown, then click the Submit button
  - Check the boxes next to each user/rater you want to activate
  - Click the Submit button
  - You will then need to go to each of the individuals’ profiles to assign them their user roles and site/group assignments

#### HOW TO Activate a Group or Groups

- One Group
  - From the toolbar, e-DECA Management → Manage Groups → Work with Existing Groups
  - Choose the site that the group was previously attached to (just the site, leave the group dropdown as is), then click the Submit button
  - On the data row of the group you want to activate, click the Update icon
  - Change the Status dropdown from Inactive to Active
  - Click the Submit button
- Multiple Groups
  - From the toolbar, e-DECA Management → Manage Inactivation
  - Select the Groups option from the dropdown, then another dropdown will appear, from which you will select the site the group(s) was/were previously attached to, then click the Submit button
  - Check the box(es) next to the group(s) you want to activate
  - Click the Submit button

#### HOW TO Activate a Site or Sites

- One Site
  - From the toolbar, e-DECA Management → Manage Sites → Work with Existing Sites
  - On the data row of the site you want to activate, click the Update icon

- Change the Status dropdown from Inactive to Active
- Click the Submit button
- Multiple Sites
  - From the toolbar, e-DECA Management → Manage Inactivation
  - Select the Sites option from the dropdown, then click the Submit button
  - Check the box(es) next to the site(s) you want to activate
  - Click the Submit button

#### HOW TO Activate a Rating

- From the toolbar, e-DECA Management → Manage Activation
- Select the Child Ratings option from the dropdown
- Search by the last name of the child, then click the Submit button
- Check the box next to the rating you want to activate
- Click the Submit button

## Additional Information

### ***Managing Your User Account*** ([video demo](#))

- To update your username, password, or email address in the system, just log in and then go to the toolbar → e-DECA Management → Manage My Account.
- It's important that your email address (if you have one) is entered, as that is the only way you could use the Forgot Password feature if ever needed.

### ***Submitting and Saving***

- Look for the red front messaging!
- When updating or entering new information, after hitting a save or submit button, watch for the red confirmation message before continuing.

### ***Session Timeout***

- If your web browser is left inactive for more than 20 minutes, the user will be redirected to the login page. There they will be prompted to re-enter their username and password. Any information that was entered into the system before timeout and was NOT SAVED will be lost. Please remember to click the Submit, Save, Edit Rating, etc., buttons IMMEDIATELY after entering new information into the system to ensure that everything is saved.

### ***Purchasing and Renewing (License and Ratings)***

- Please refer to the [e-DECA Purchasing/Renewing Guide](#) for how to purchase an e-DECA license and/or ratings. You can place an order at any time from Kaplan Early Learning Company.
- When placing an order for a license and/or ratings, it is highly recommended to include your e-DECA program ID number. If ordering online, you might be able to enter it into a notes or comments section. If ordering over the phone, via purchase order, etc., then just be sure to try and reference it in a way that makes most sense to you.
- Should you need assistance with purchasing/renewing, reach out to the Kaplan e-DECA System Administrators at [decasupport@kaplanco.com](mailto:decasupport@kaplanco.com).

### ***Quick Stats Page (for program administrators only)***

- Path: Toolbar → e-DECA Management → Manage Programs → Work with Existing Program, then click the Select link under the Stats data column
- This is a great page to reference for a high-level view of your program. You can see your license (contract) year(s), your rating year(s), your program administrator(s), counts of your sites, groups, children, ratings, and users/teachers. It's a quick look and review, but is a very helpful page to know about and come back to whenever needed.

### ***Program-Wide Messaging (for program administrators only)***

- If you need to get a message out to all of your e-DECA program users, you can set one up that appears at the top of the first page they see after logging in.
- HOW TO Set up a Program-Wide Message
  - From the toolbar, go to e-DECA Management → Manage Programs → Program Message(s)
  - Click on the Add a New Message link
  - [Optional] Enter a begin and end date covering the length of time you want this message visible
  - Type your message into the message box
  - Click the Submit button
- If you entered begin/end dates, then the message will only be visible on and in between those dates

### ***Rating Year Timeline Example***

The e-DECA System was set up with a school/program year in mind. That being said, we understand that programs can operate very differently, for example, having ongoing

enrollment or year-round operations. The example that follows can and should be adjusted according to your program's needs.

It's also important to note that you are not required to follow any of these steps. This timeline example just offers suggestions on when tasks can be completed.

- August-September: Set up your database for the coming year
  - Make sure you have an active license/contract
  - Make sure you have ratings to utilize
  - Make sure you have an active rating year
  - Check your sites, groups, users/raters, and children; make updates or additions, whether you do it manually or via one of the mass importing options
  - Ensure that site/group assignments are accurate
  - Have your users complete a Devereux Adult Resilience Survey (DARS), which can be done in the e-DECA System
  - Have your preschool staff complete a Devereux Reflective Checklist for Teaching Practices, which can be done in the e-DECA System
- September-December: Complete your PRE ratings, continue through the five steps of the DECA Program
- January-March: Complete your MID ratings, continue through the five steps of the DECA Program
- April-June: Complete your POST ratings, continue through the five steps of the DECA Program
- June-July: Pull and save reports and archive necessary data for the past year

For more guidance on what to do between rating years, access [this document](#).

### ***Devereux Adult Resilience Survey (DARS)***

The Devereux Adult Resilience Survey (DARS) is a 23-item reflective checklist that provides adults and caregivers with information about their personal strengths. The information can be used to help individuals build on these strengths, such as creativity and setting limits, so that they can better cope with adversity and the stresses of daily life. The purpose of the DARS is not to compare individuals' scores to anyone else, but to give adults the opportunity to become aware of personal strengths and areas in need of practice to lead their best life. After completing a DARS, you can then move on to select adult resilience-building strategies to try out. Watch [this video](#) to learn more.

- Any e-DECA user can complete a DARS, by going to Input Ratings → Devereux Adult Resilience Survey (DARS)



- Important Note: Your report/plan with your DARS responses and selected adult resilience strategies will not save in the e-DECA. Therefore, you must either download it as a PDF and save, or print it out.

### ***Devereux Reflective Checklist for Preschool Teaching Practices***

This checklist includes developmentally appropriate teaching practices related to strengthening children’s initiative, self-regulation and attachment/relationships. The Checklist can be used (a) near the beginning of a new program year to help set up your classroom and establish practices that will allow all children to develop and learn to their full potential, and (b) ongoing throughout the year to improve and maintain quality of learning and development. The Checklist focuses on five key areas including: Daily Routines, Environment, Caring Connections, Activities and Experiences, and Partnerships between Teachers and Families. Watch [this video](#) to learn more.

- *ONLY IF* your e-DECA program utilizes the DECA for Preschoolers can any of your e-DECA users complete a Reflective Checklist, by going to Input Ratings → Reflective Checklist (Preschool)
- Important Note: Your report/plan will not save in the e-DECA. Therefore, you must either download it as a PDF and save, or print it out.

### ***User-Defined Fields***

If your organization is in need of including unique identifiers for your children/students within the e-DECA, we can help with that! Click [here](#) to read more, and if interested, contact [decasupport@kaplanco.com](mailto:decasupport@kaplanco.com).