e-DECA 2.0

www.e-deca2.org

Introduction and Instruction Manual

July, 2014

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e-DECA Version 2.0
(www.e-deca2.org)
Welcome and Introduction

Kaplan Early Learning Company and the Devereux Early Childhood Initiative are delighted to announce the release of the e-DECA 2.0, the new web-based version of the Devereux Early Childhood Assessment. The e-DECA 2.0 application provides programs with the ability to administer, score, save and report on the infant, toddler and preschool DECA assessments on one database platform.

This document is designed for e-DECA Program Administrators, those individuals responsible for setting up and maintaining their assessment data, and is designed to provide the information needed to set-up and maintain a program on e-DECA 2.0.

Understanding the e-DECA 2.0 Hierarchy

As shown below, e-DECA 2.0 is set up in four levels, with Program as the highest level, then site(s), group(s) and children. It is critical to understand that however large or small a program may be, this hierarchy must be maintained. Therefore, a very large program may have multiple sites and multiple groups within each site, whereas a very small program may have one site with one only one group in the entire program. Again, no matter the size of the program, children must be entered into the system and assigned to a group(s) and site(s) as appropriate. Program, Site, Group and Child are the set labels to define the four levels in the e-DECA 2.0 and were selected to appeal to a broad and diverse audience across disciplinary fields. Individuals in the education field may refer to groups as classrooms or children as students. These labels, however, must remain fixed and cannot be edited. In addition, at this time additional levels cannot be inserted into the program or levels removed. If your program does not easily fit into this four level hierarchy, please email deca@devereux.org to discuss before setting up your program.
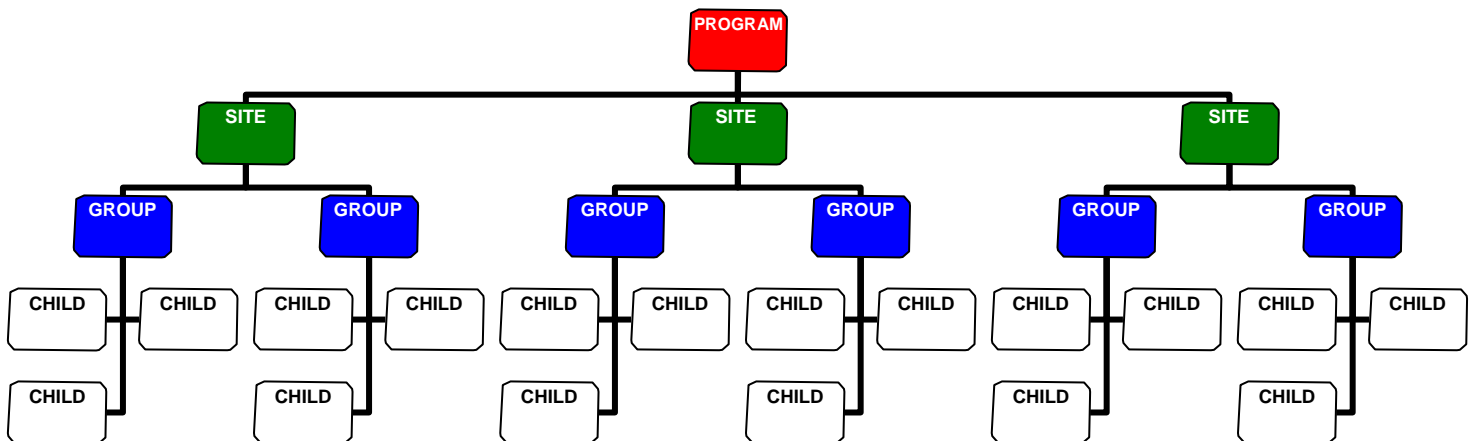
Defining Your e-DECA Hierarchy & Establishing Staff
Roles & Responsibilities

As the Program Administrator, you are responsible for determining how your program will be created with respect to the four level hierarchy described above. In addition, you are responsible for determining the roles and responsibilities of your staff as e-DECA 2.0 users.

Below is a list of key terms to help you better understand the hierarchy and the roles and responsibilities of e-DECA 2.0 users.

~ A **Program:** refers to the agency name at the highest level within the e-DECA system. As a four level hierarchical database, the Program references the umbrella agency or program name under which all of the data will be organized. Every program must have a Program Administrator. Typically there is only one Program Administrator and that individual is ultimately responsible for overseeing the successful operation of the e-DECA 2.0 system. Only the System Administrators (Devereux and Kaplan) can create a Program Administrator.

~ A **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 very small program with only one site, the site may have the same name as the program. Alternatively, for a very large program, multiple sites may be necessary. There is no limit on the number of sites that can be created under a program. While a Site Administrator is not required for a Site, the system does allow for the creation of a site administrator(s) for each site. Site Administrators can perform all of the same functions within the e-DECA as the Program Administrator, but only for the Site(s) for which they are assigned the Site Administrator. The Program Administrator is responsible for creating all Site Administrators.

~ A **Group:** refers to children 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 under a site and program. While a Group Administrator is not required for a Group, the system does allow for the creation of a Group Administrator. The Group Administrator role allows for that user to manage the group roster and ratings for that group (see Group Administrator for a more detailed explanation of this role). The e-DECA 2.0 produces a group profile which will provide a visual depiction of ratings for all of the children in a group.

~ A **Child:** refers to the name of a child in the e-DECA system for whom parents and professionals will be conducting ratings. Certain fields are required when creating a child in the system including First Name, Last Name, Date of Birth and Gender. If a program chooses to use a code for the first or last name, the code will be accepted. As long as both the First Name and Last Name have at least two characters, the computer will allow for the creation of that child. A child can be created without being immediately assigned to a group and site. However, before ratings can be completed on the child, a group(s) and site(s) must be assigned for the child. If a child is left unassigned, only the Program Administrator will be able to view that child and assign him or her to the proper site and group.

~ A **Child Contact:** is an adult family member whose rating of a child needs to be entered in the e-DECA2.0. Child Contacts include a child's mother, father, grandparent, guardian, foster parent, or other relative. A child must first be created in the system before a child's contact can be created and the child contact must be in the system before that their rating can be entered into the system. ** Please note that parents or other family members who conduct a rating on a child do not have IDs and passwords to be online users of the system. A paper version of the assessment forms is available for these raters to complete, upon which a staff member can transfer the results into the system and generate a score. Alternatively, if a parent is at a program with online access and a staff member can get them set up directly on the rating page, a parent/family member could enter their assessment directly on the computer.

~ Users and Raters:

Raters: It is important to understand the different between a "User" and a "Rater". A "rater" is a person (professional or parent) who will be conducting a rating (i.e. answering the DECA questions) about a child. When the DECA was nationally standardized, both family members and professionals were included as potential raters of children, and the standardization results revealed that family members and professionals did score children differently. As such, there are two sets of rater norms for the DECA assessments, family member norms (i.e. parent norms) and professional rater norms (i.e. teacher norms). **Throughout the e-DECA 2.0 system these two groups are referred to as Teacher Raters (those adults for whom teacher norms are used) and Parent Raters (those adults for whom parent norms are used).** In order for the e-DECA 2.0 to score a rater's assessment results, the rater must first be created in e-DECA 2.0 as a rater.

As described above for a Child Contact, a Parent Rater is created as a Child Contact. Specific instructions for creating a Child Contact can be found on page 34 of this document.

Alternatively, a Teacher Rater (teacher or other professional) is created under the Manage User button. Specific instructions for creating a Teacher Rater can be found on pages 22 through 23. Because Teacher Raters are also often (although not required) to be set up as Users in the system, the process for creating Teacher Raters and Users takes place on the same page in the e-DECA 2.0 system. See pages 21 through 23 for detailed instructions about how to create Teacher Raters/Users.

Users: A User is a professional who will need an ID and password to gain access to e-DECA 2.0 in order perform the roles and responsibilities assigned to him/her. Some Users may assume administrative responsibilities as well as direct care responsibilities and thus need to be created as a User as well as a Teacher Rater. See pages 22 through 23 for instructions on how to create a User who is a Teacher Rater. Others may assume administrative responsibilities only and thus will be created as a User. Instructions for creating a User can be found on pages 21 to 22. In order to accommodate a variety of Users, several different User Roles exist. Following is a description of the User Roles.

☺ A **Program Administrator** is the person designated as the head of the entire program and the point of contact with the Devereux Early Childhood Initiative. The Program Administrator can perform all functions within the system, **and is the only individual who can create Sites and Site Administrators.** * If the Program Administrator needs to complete ratings on children in their program, they must **create themselves** as a Teacher Rater for that specific site and group (see pages 22-23 for detailed instructions). **Can only be created/changed by the System Administrator

☺ A **Site Administrator** is someone who is in charge of all of the groups, teachers, users, and children for a selected site(s). The Site Administrator can perform all functions within the system. They are able to input ratings done by teachers or child contacts for any child in that site.

☺ A **Group Administrator** is someone who is in charge of a specific group and the children in that group. The group administrator can create children in the system and assign the children to the group(s) for which they are the administrator. In addition, once a child is assigned to his/her group(s), the Group Administrator can conduct ratings and view the rating and report results for the children assigned to the group(s). * A Group Administrator is typically a teacher who needs not only to conduct and view the ratings, but is also responsible for creating the children in the system and assigning the children to their group(s).

☺ An **Inputter/Viewer** is someone who is able to input ratings on the children assigned to the groups/sites for which the person has been assigned access. The person can also view the rating and report results. * This role may be the preferred role for a teacher who is expected to conduct ratings and review results, but who is not expected to populate the e- DECA system with the name of children in their group(s).

☺ An **Inputter** is typically the role assigned to some who is responsible for keying in the ratings completed on paper assessment forms. An Inputter can type in the rating results, but is not able to view the assessment results of reports.

☺ A **Viewer** is someone who is only able to view the ratings and reports on those children assigned to groups and sites for which the viewer has been assigned access. A Viewer is not allowed to input data.

User/Rater Roles Scenarios:

Scenario #1: Ms. B is a teacher in the Little Angels classroom in the Western Site. Ms. B needs to be able to conduct her assessments of children online and in addition, her supervisor wants her to be responsible for entering her roster of children into the e-DECA 2.0 system (i.e. typing in the names of her children and creating them in the e-DECA).

In this scenario Ms. B.'s User Role would be Group Administrator and she would also need to be created as rater in the Little Angels classroom.

Scenario #2: Ms. Nancy is a teacher in the Yellow Room in the Western site. In addition to teaching responsibilities in the Yellow Classroom, she has also be delegated the responsibility of overseeing and maintaining the e-DECA 2.0 for the Western site.

In this scenario, Ms. Nancy's User Role will be Site Administrator and she will also need to be created as a rater for the Yellow Room.

Scenario #3: Ms. Jones is a teacher in Classroom #2 in the East Site. The East Site is a rural site with no Internet access. Until the location gets online, she is not expected to conduct the DECA assessments online, but rather, a PDF of the assessments will be printed for her to enter her results on a paper form. The paper assessments will then be picked up and taken back to the central office where Internet access does exist and where a data entry clerk, Mr. Burns, will be responsible for keying in the answers and thus allowing the e-DECA 2.0 to score the results.

In this scenario, Ms. Jones does not need a User role since she is not going to be actually using the computer system. However, in order for her assessment results to be keyed, she will need to be created as a Rater for Classroom #2. In addition, the data clerk, Mr. Burns, will need a User Role of: Inputter. This role allows him to key in the assessment results, without allowing him to view the results.

Report Types and Descriptions

There are several reports that are available through the e-DECA 2.0 system. 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 is a list of these reports and a description for each to help you determine their usage in your program.

Reports By Child:
~ A **Single Rating:** is a report intended to break down the results of one rating performed on an individual child to assess the child's behavior at that point in time. Page one contains the Score Summary Table which breaks the scores down into the different scales and displays the raw score, t-score, percentile and description for each score. Page two is the Individual Child Profile, a visual showing the raw scores, T-scores and percentiles for each scale. The third and final page is 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 for each question.

~ A **Pre-Post Comparison:** is a report 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. * At this time, a pre-post comparison can only be generated when the same assessment record form is selected for both pre and post rating periods.

~ A **Rater Comparison:** is a report intended to compare the difference in scores from ratings performed on a child by two different raters. This report can be generated to show comparisons between two teachers, a parent and a teacher, or two parents. Page one of the report displays the Rating Comparison Score Summary Table which breaks down the scores into the different scales for each of the ratings. A positive number for the T-Score Difference means that the child received higher scores from the 2nd rater than from the 1st rater. A negative number means that the child received higher scores from the 1st rater than from the 2nd rater. The descriptions (strength, typical and area of need) are reflected for each scale score for each rating. Lastly, the Raters Differ row indicates if the scores are significantly different based on statistical analysis. * At this time, a rater comparison report can only be generated when the same assessment record form is selected for both raters.

~ A **Parent Letter:** is a letter for families that explains the results of a rating and gives suggestions on how families can strengthen a child's social and emotional health. Page one provides a table with the description (Strength, Typical, Area of Need) for each of the scales on the assessment selected with a check mark indicating the child's results. Page two of the letter provides the families with a description of each scale and suggestions on how they can work at home to improve their child's performance in that scale. **The letter is available in both English and Spanish.**

For all individual reports, a description in the Score Summary Table of "Strength" indicates that the child is showing many positive behaviors in that particular scale. A description of "Typical" indicates that the child is displaying behaviors within that scale that are common for his/her age. A description of "Area of Need" indicates that the child is not displaying positive behaviors in that scale as frequently as desired. No matter what description the child receives for each scale, all individuals who work with the child, such as teachers and parents, should continually try to improve the child's social and emotional health. For instructions on how to view any of the individual reports see View Reports by Child on page
46.

Reports By Group:

~ A **Group Profile:** is a report intended to display ratings on all "Active" children from a certain Group so that their progress as a group can be evaluated. At this time, the report can only be generated to produce the results of ratings entered on one record form: Infant, Toddler, or Preschool, and by either all teacher raters or all parent raters. Ratings done in all rating periods may be shown unless a specific period(s) is selected. At the top of the report are the names of the Program, Site, and Group, and of the all teacher raters for that group. Each row represents a child and the ratings selected for the child. 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 score. Displayed below the scores is the number of children reported as well as the number of children in each color. For detailed instructions on creating a Group Profile and to see a sample, see View Ratings/Reports by Group on pages 45 and 46.

Please Note: A Group Profile displays active ratings for all children assigned to the group at the time the report is requested. Thus, if a child had a pre teacher rating while assigned to a different group, but is currently assigned to the group for which a teacher group profile report is being requested, that rating will display on the report.

~ A **Group Ratings List:** 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. For detailed instructions on creating a Group Ratings List and to see a sample, see pages 47 to 48.

Please Note: A Group Ratings List displays active ratings for all children assigned to the group at the time the report is requested. Thus, if a child had a rating completed while assigned to a different group, but is currently assigned to the group for which a group ratings list is being requested, that rating will display on the list.

~ **Aggregate Level Reports**: are available to both Program and Site Administrators that display the results for children representing an entire Program or Site. Based on the criteria selected, the aggregate reports can include one record form type or multiple record forms (infant, toddler and 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 reports 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. For detailed instructions on creating an Aggregate Level Report and to see a sample, see pages 50 through 52.

STOP: Take Time to Review Helpful Hints

e-DECA 2.0 provides helpful navigation tips so that you can avoid wasting time or losing data. Please be sure to read over them to avoid any problems.

Helpful Hint #1: **Submit and Save**: Look for the Red Confirmation

When updating or entering new information on a page, be sure to click the *Add a User* button and watch for the red confirmation message before continuing. When editing a rating, be sure to click the *Edit Rating* button before continuing. If you do not, the information will not be saved or updated.

Red Confirmation Message

Add a User

Update a User

Program: Devereux e-DECA 2.0 Learning Center

Original Update a User Page

Users information has been saved... DON'T FORGET TO MAKE THE APPROPRIATE SITE AND GROUP ASSIGNMENTS

Required Information:

Status: Active ▾

Name (Last): Jones   **(First):** John   **(Middle):**

Will this person be an Online User?
◉ Yes ○ No

Online User Name: JonesJ   **Password:** Jjones

User Role: Site Administrator ▾   **Currently Assigned Role:** Site Administrator

Online User Assignment Section (Site/Group Assignments)

Available Site(s) / Group(s)
CA Head Start Demo Site
. . . CA Head Start Demo Group
CA Research Institute
. . . South Side
Devereux California
. . . Amy
. . . Susan's Group

Assigned Site(s) / Group(s)
Western
. . . Classroom #2

Will this person be completing DECA Ratings on children?
○ Yes ◉ No

Users information has been saved... DON'T FORGET TO MAKE THE APPROPRIATE SITE AND GROUP ASSIGNMENTS

Add a User

Update a User

Select a User > Users List > Update a User

Program: Devereux e-DECA 2.0 Learning Center

Original Update a User Page

Users information has been saved... DON'T FORGET TO MAKE THE APPROPRIATE SITE AND GROUP ASSIGNMENTS

Required Information:

Status: Active ▼

Name (Last): Jones   (First): John   (Middle):

Will this person be an Online User?

◉ Yes ○ No

Online User Name: JonesJ   Password: Jjones

User Role: Site Administrator ▼   Currently Assigned Role: Site Administrator

Online User Assignment Section (Site/Group Assignments)

Available Site(s) / Group(s)   Assigned Site(s) / Group(s)

CA Head Start Demo Site
. . . CA Head Start Demo Group
CA Research Institute
. . . South Side
Devereux California
. . . Amy
. . . Susan's Group

Western
. . . Classroom #2

Will this person be completing DECA Ratings on children?

○ Yes ◉ No

Users information has been saved... DON'T FORGET TO MAKE THE APPROPRIATE SITE AND GROUP ASSIGNMENTS

Submit

Red Confirmation Message

Red Confirmation Message

| eDeca Home | Input Ratings | View Ratings / Reports | e-DECA Management | Help |

Preschool Record Form

Select a Rating/Report > Child Rating List > Preschool Record Form

Program: Jump Start Learning

This Rating has been Saved

Child Id: 64   **Rating Id:** 385

Child: Bethany Bowman   **Gender:** Female   **DOB:** 07/04/2004   **Age:** 4 Years 11 Months

Site: Downingtown   **Group:** test   **Status:** Active ▼

Rater: Bowman, Matt - Grandparent ▼   **Norms Table:** Parent

New Contact   **Rating Period:** Post ▼   **Rating Date:** 06/24/2009   **Rating Year:** summer

This form describes a number of behaviors seen in some young children. Read the statements that follow the phrase: *During the past four weeks, how often did the preschooler...* and place a check mark in the box underneath the word that tells how often you saw the behavior. Please answer each question carefully. There are no right or wrong answers.

		Never	Rarely	Occasionally	Frequently	Very Frequently
Item#	*During the past 4 weeks, how often did the preschooler...*	✓	✓	✓	✓	✓
1	act in a way that made adults smile or show interest in her/him?	○	○	○	○	◉
37	show an interest in what children/adults are doing?	○	○	○	◉	○
Item#		Never	Rarely	Occasionally	Frequently	Very Frequently
		✓	✓	✓	✓	✓

Display Scores and Single Rating Report

Edit Rating   Edit

Helpful Hint #2: **Pay Attention to the Breadcrumbs**:

At the top left-hand corner of every page of this website, the names of the pages that you previously visited, and the order you visited them in, are listed to make navigation easier. By clicking on any of these "breadcrumbs", the user will be taken back to the page without having to start the process over from the beginning. Please note that every time you select a new page from the main menu tabs across the top, this list starts over beginning with the new page you selected.

Previously Visited Pages

| eDeca Home | Input Ratings | View Ratings / Reports | e-DECA Management | Help |

Update a Child

Select a Child > Child List > Update a Child

Program: 18 - Jump Start Learning

| ChildId: | | ProgramId: 18 | | Status*: Active |
| LName*: | | FName*: | | MName: |

Helpful Hint #3: **Required Information**

Only information designated with a red asterisk (*) or under the heading "Required Information" is required but other information may be put into the system if desired. A Middle Name is not required at any time but may be included to differentiate between individuals with the same or similar name.

Required Information

| eDeca Home | Input Ratings | View Ratings / Reports | e-DECA Management | Help |

Update a User

Select a User > Users List > Update a User

Program: 18 - Jump Start Learning

Required Information:

Status: Active

Name (Last): Smith   First: John   Middle:

UserName: jsmith   Password: password

User Role: Group Administrator   **Currently Assigned Role:** Group Administrator

Will this person be an Online User?
⊙ Yes ○ No

Will this person be completing DECA Ratings on children?
⊙ Yes ○ No

Submit

Helpful Hint #4: **Raters: Teacher Norms & Parent Norms**

When the DECA assessments were nationally standardized, the study included two kinds of raters: Raters serving in the capacity of professionals, such as teachers, and those raters who defined themselves as Parents or other family members. The study confirmed that adults who were rating children in the capacity of a professional vs. those rating children as a parent or family member do view children's behavior differently. Therefore, a set of norms exists for each of these two groups. The labels "Teacher Norms" and "Parent Norms" were selected for these two groups. Therefore, any rater who is conducting a rating of a child from a professional capacity will be labeled as a "teacher" rater in the system and any adult conducting a rating as a family member (i.e. foster parent, grandparent, guardian, etc…) will be labeled as a "parent" rater.

"Teacher Rater"

"Teacher Rater" who is rating the child from a professional capacity

OR

"Parent Rater"

"Parent Rater" who is rating the child as a family member

Helpful Hint #5: **Leaving a Question Blank**

The e-DECA 2.0 system allows for a total of two questions to be left blank on the Infant, Toddler, and Preschool record forms as long as they are in different scales. A total of three questions may be left blank on the DECA-C record form. If you or the rater is unable to answer a question when completing a rating, the radio button to the right of the question may be left blank. After clicking *Submit*, a message will appear informing you which question(s) you left unanswered. You will then have the option of continuing without answering the question(s) or going back to answer the question(s). If you choose to continue without answering the question(s), the system will calculate the average of all of the questions in that scale and use that as the answer. **Please make note of any items left blank so that this information can be discussed when interpreting rating results. Please answer every question if possible.**

Helpful Hint #6: **Quick View of All Information**

When on either the **Work with Existing Users: Select a User** page or the **Work with Existing Children: Select a Child** page, clicking the *Submit* button without choosing a Site, Group, or User/Child will display a page of all the users or children that the user is able to view. Please note that a button also is available to allow a Program Administrator to view Active, Inactive or Both.

Click Submit without choosing site, group, or user

OR

Click Submit without choosing site, group, or child

Helpful Hint #7: **Turn Off Pop-Up Blockers**

All reports and other available documents, such as the printable assessment forms, manuals, and user's guides, in the e-DECA 2.0 system are viewed in pop-up windows. In order to be able to view these documents, please remember to turn off any pop-up blockers that may be installed on your web browser. The procedure to turn off pop-up blockers varies according to the web browser being used. If you experience any difficulties with pop-up blockers, please seek information about your specific web browser.

Helpful Hint #8: **Session Timeout**

If the web browser is left inactive for twenty minutes or more, the user will be redirected to the login page. There they will be prompted to re-enter their User Name 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 the Assignments,* or *Edit Rating* buttons IMMEDIATELY after entering new information into the system to ensure that everything is saved.

eDeca Home

Login

Your session has timed out. Please login again.

User Name: [   ]

Password: [   ]

Forgot Password?

[Log In]

Helpful Hint #9: **Creating a New Program Administrator**

If a new program administrator needs to be assigned; only the system administrator can reassign the program administrator.

Key:
Bold = a page/screen or specific location on a page/screen
Italics = a button
<u>Underline</u> = a specific field

I. Logging In to e-DECA Version 2.0   **www.e-DECA2.org**

1. On the website for e-DECA Version 2.0, click the *Login* button near the top of the page.

2. Enter the <u>User Name</u> and <u>Password</u> that were given to you by the System Administrator who set up your account and click *Log In*.

3. You will then be asked to review an Acceptance Agreement, select *Accept,* and then click *Submit*.

II. Creating Sites

1. Go to the e-DECA Management tab, **Manage Sites**, and select *Create a New Site*.

2. On the **Update a Site** page, enter the <u>Site Name</u>, and click *Submit*.

III. Inactivating Sites

1. Go to the e-DECA Management tab, **Manage Sites**, and select *Work with Existing Sites*.

2. On the **Site List**, click the *Update* button to the right of the site you wish to inactivate.

3. On the **Update a Site** page, select <u>Inactive</u> as the Status and click *Submit*.

IV. **Creating Groups**

1. Choose **Manage Groups** in the e-DECA Management tab and select *Create a New Group*.

2. Choose a <u>Site Id,</u> or site name, from the drop-down menu that reflects the site in which this group will be located. Type in the name of the group in the <u>Group Name</u> field and then click *Submit*.

V. Inactivating Groups

1. Go to **Manage Groups** under the e-DECA Management tab and select *Work with Existing Groups*.

2. Choose the Site and Group you wish to work with and then click *Submit*.

3. On the **Group List** page, click the *Update* button to the right of group you wish to inactivate.

4. On the **Update a Group** page, choose Inactive as the Status and click *Submit*.

VI. Creating Users

1. Choose **Manage Users** under the e-DECA Management tab and select *Create a New User*.

2. On the **Add a User** page, type in the user's Last Name and First Name (middle name is optional). Select the circle next to Yes to indicate that the user will be an **Online User** and then type in a User Name and Password and select the desired User Role (see page 7 for a review of the User Roles).

Online User

Assign User Name, Password, and Role

3. If it is not necessary that this User be a Rater, select the circle next to *No* to indicate that the user will not be completing DECA Ratings on children and click *Add a User*.
   ** Note: If the User will also be a Rater, see pages 23 through 25

Indicates that the User will not be a Rater

4. Under the **Online User Assignment Section**, assign the user to the site(s) and group(s) as applicable. Highlight one or more of the listed sites in the left column and click the arrow facing right (without the 4 lines) so that the appropriate selected site(s) for this User appear in the right column.

User Role: Group Administrator ▼   Currently Assigned Role: Inputter/Viewer

Online User Assignment Section (Site/Group Assignments)

Available Site(s) / Group(s)   Assigned Site(s) / Group(s)

. . . friday testing   Western
WA State Demo Site   . . . Classroom #2
. . . WA State Group
Western
. . . Classroom #2
. . . Little Angels
. . . Yellow Room

Select applicable site(s)/ group(s)

Click to move over selected site(s)/ group(s)

Site(s)/ group(s) User is assigned to

5. Click *Add a User* to save the changes.

VII. Creating Teacher Raters (i.e. Raters for whom teacher norms will be used)

1. Select *Create a New User* under **Manage Users** from the e-DECA Management tab.

2. Type in the rater's Name. If the rater is going to be an online user, select the circle next to *Yes* and type in a User Name and Password and then select the appropriate User Role (see page 7 for a detailed list of User Roles). If the rater is not going to be granted web access to the database, select the circle next to *No*.

3. Select the circle next to *Yes* to indicate that the rater will complete DECA Ratings on children.

    Note: Any Program Administrator who will be completing ratings on children must **create themselves as a teacher Rater for that specific site and group.

4. To assign an Online Teacher Rater to the site(s) and group(s) that they will be granted access to when the long into the system, highlight one or more of the listed sites in the left column and click the arrow facing right (without the 4 lines) so that the appropriate selected site(s) for this User appear in the right column.

Indicates that the User will be a Rater

Select applicable site(s)/ group(s)

Click to move over selected site(s)/ group(s)

Site(s)/ group(s) User is assigned to
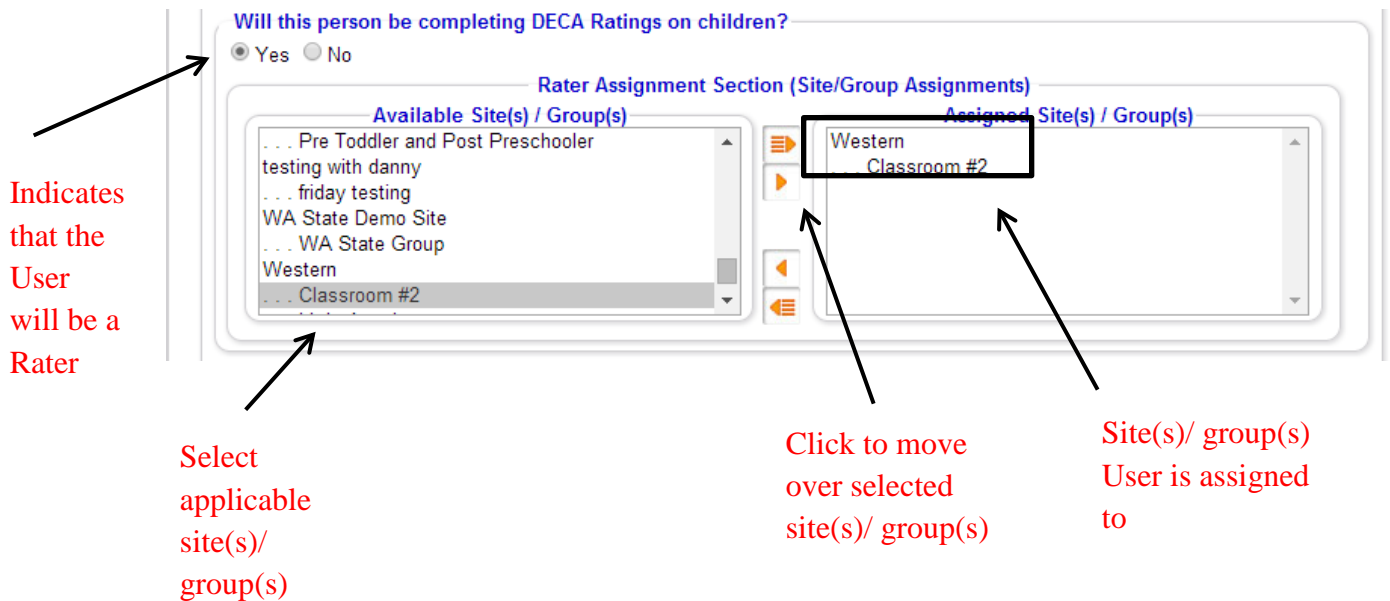
5. Click *Add a User* to save the changes.

VIII. Viewing User Names and Passwords for Online Users and Teacher Raters

1. Go to **Manage Users** under the e-DECA Management tab and select *Work with Existing Users*.

2. Select the Site, Group, and User you wish to view the User Name and Password for, or type their last name in the Search by Last Name box, and click *Submit*. (***As per Helpful Hint # 6-- you may also just click *Submit* and a list of all Users will display**)

3. On the **Users List** page, click *Update* to the right of the user's name.

4. On the **Update a User** page, the individual's <u>User Name</u> and <u>Password</u> will be listed beneath the user's name.

IX. **Unassigning Users and Teacher Raters**

1. Go to **Manage Users** under the e-DECA Management tab and select *Work with Existing Users*.

2. Select the <u>Site,</u> <u>Group,</u> and <u>User</u> you wish to work with, or type the user's name in the <u>Search by Last Name</u> box, and click *Submit*. (***As per Helpful Hint # 6-- you may also just click *Submit* and a list of all Users will display**)

3. On the **Users List** page, click the *Update* button to the right of the desired user's name.

4. To unassign a user or teacher rater from their site and/or group(s), click the *Assign Now* buttons for Site and/or Group Assignments under either the **Online User Assignment Section** or the **Rater Assignment Section**.

5. If the user or rater is assigned to MULTIPLE sites or groups and only needs to be unassigned from ONE, on the **User/Teacher Assignment** page, highlight the site or group in the right column that you wish to unassign the user or rater from. Click the *Left Arrow* and then the *Submit* button to save the changes.

Update a User

Select a User > Users List > Update a User

Program: Devereux e-DECA 2.0 Learning Center

Original Update a User Page

Users information has been saved... DON'T FORGET TO MAKE THE APPROPRIATE SITE AND GROUP ASSIGNMENTS

Required Information:

Status: [Active ▼]

Name (Last): [Jones]   (First): [John]   (Middle): [ ]

Will this person be an Online User?

⦿ Yes   ◯ No

Online User Name: [JonesJ]   Password: [Jjones]

User Role: [Site Administrator ▼]   Currently Assigned Role: Site Administrator

Online User Assignment Section (Site/Group Assignments)

Available Site(s) / Group(s)

CA Head Start Demo Site
. . . CA Head Start Demo Group
CA Research Institute
. . . South Side
Devereux California
. . . Amy
. . . Susan's Group

Assigned Site(s) / Group(s)

Western
. . . Classroom #2

Click Left arrow to unassign User

Will this person be completing DECA Ratings on children?

◯ Yes   ⦿ No

Users information has been saved... DON'T FORGET TO MAKE THE APPROPRIATE SITE AND GROUP ASSIGNMENTS

[Submit]

Click Submit to save changes

6. If the user or rater is only assigned to ONE site or group or needs to be unassigned from ALL of their sites or groups, on the **User/Teacher Assignment** page, click the *Left arrow with dashes*.

X. Inactivating Users and Teacher Raters

1. Go to **Manage Users** under the e-DECA Management tab and select *Work with Existing Users*.

2. Select the <u>Site,</u> <u>Group,</u> and <u>User</u> you wish to work with, or type the user's name in the <u>Search by Last Name</u> box, and click *Submit*. (***As per Helpful Hint # 6-- you may also just click *Submit* and a list of all Users will display**)

3. On the **Users List** page, click the *Update* button to the right of the desired user's name.

4. On the **Update a User** page, select <u>Inactive</u> as the status and click *Submit*.

XI. Creating Children

1. Go to **Manage Children** under the e-DECA Management tab and select *Create a New Child Record*.

2. On the **Update a Child** page, fill in the child's <u>First Name</u>, <u>Last Name</u>, <u>Date of Birth</u>, and choose the correct <u>Gender</u>. **Note: A child's first name and last name must be at least two characters.

All red asterisks indicate the required information

The system defaults to "Active" for a new child

3. Under the **Site/Group Assignments**, assign the child to the site(s) and group(s) as applicable.

4. Highlight one or more of the listed sites in the left column and click the arrow facing right (without the 4 lines) so that the appropriate selected site(s) for this child appear in the right column.

Select applicable site(s)/ group(s)

Click to move over selected site(s)/ group(s)

Click when child's profile has been completed

Site(s)/ group(s) Child is assigned to

5. Click *Submit* to save the child into the system. **Note: A visual confirmation will appear above the child's information when successfully saved into the system.

Child has been saved into the system

XII. Unassigning Children

1. Go to **Manage Children** under the e-DECA Management tab and select *Work with Existing Children*.

2. Choose a Site, Group, and Child you wish to inactivate, or type the child's name in the Search by Last Name box, and click *Submit*. **(*As per Helpful Hint # 6-- you may also just click *Submit* and a list of all Children will display)**

3. On the **Child List** page, click the *Update* button located to the right of the child's name.

4. On the **Update a Child** page, click the *Assign Now* buttons for the **Site** and **Group Assignments**.

5. If the child is assigned to MULTIPLE sites or groups and only needs to be unassigned from ONE, select the site or group name on the **Child Assignment** page that the child is to be unassigned from, click the *Left Arrow*, and then click *Submit*.

Update a Child

Select a Child > Child List > Update a Child

Program: Devereux e-DECA 2.0 Learning Center

Original Update a Child Page

Name (Last)*:	Edward	(First)*:	Susan	(Middle):	
Date Of Birth*:	09/04/2009	Gender*:	Female ▾	External Id:	
Status*:	Active ▾	Entry Date:			

Site/Group Assignments:

Available Site(s) / Group(s)
```
. . . Classroom 5
Susan Testing Aug 1 2011
Testing Pre and Post
. . . Pre Toddler and Post Preschooler
testing with danny
. . . friday testing
WA State Demo Site
. . . WA State Group
Western
. . . Classroom #2
```

Assigned Site(s) / Group(s)
```
Western
. . . Classroom #2
```

* Required

Submit

Click Submit to save changes

Click Left Arrow to unassign Child

6. If the child is only assigned to ONE site or group or needs to be unassigned from ALL of their sites or groups, click the *Left arrow with dashes* on the **Update a Child** page.

Click Left Arrow with dashes to unassign all Sites/Groups

XIII. Inactivating Children (Program and Site Administrators can Inactivate a Child) There are two ways in which child records can be inactivated under e-DECA Management--either through Manage Inactivation or Manage Children. Outlined below are both methods.

Via Manage Inactivation

1. Under the e-DECA Management tab, select *Manage Inactivation*.

2. Based on how you wish to view the children, select *Program*, *Site* or *Group* from the drop down. Based on the level selected, (program, site, or group) a list of the active children assigned to that specific level will display.

3. A <u>Select All</u> button can be clicked and will automatically select all of the children displayed to be inactivated. The selection button beside each child can be clicked again, to uncheck the box, and thus remove that particular child record from being Inactivated.

4. Click *Submit* to process the request.

NOTE: Inactivating a child will automatically unassign the child from any site and group assignments and remove the child from the view. The child and the child's rating history are still preserved and can be re-activated if necessary by a Program Administrator. Re-activating a child takes place via the Manage Children page (see below).

Via Manage Children

1. Go to **Manage Children** under the e-DECA Management tab and select *Work with Existing Children*.

2. Choose a <u>Site,</u> <u>Group,</u> and <u>Child</u> you wish to inactivate, or type the child's name in the <u>Search by Last Name</u> box, and click *Submit*. **(*As per Helpful Hint # 6-- you may also just click *Submit* and a list of all Children will display)**

3. On the **Child List** page, click the *Update* button located to the right of the child's name. On the **Update a Child** page, select <u>Inactive</u> as the status and click *Submit*.

NOTE: Inactivating a child will automatically unassign the child from any site and group assignments and remove the child from the view. The child and the child's rating history are still preserved and can be re-activated by the Program Administrator if necessary by following the same steps outlined above, but selecting <u>Active</u> as the status.

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XIV. Creating Child Contacts

1. Select *Work with Existing Children* under **Manage Children** from the e-DECA Management tab and select child whose contact you wish to add and click on Update.

2. Under the Contacts section on the **Update a Child** page, fill in the contact's information.

4. Click *submit* when complete.

Click "Submit"
when complete
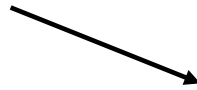
Submit

Contacts:

LName	FName	MName	Contact Type	Phone	Email	Edit
Smith	Cara	A	Mother ▼	(610) 123-4567	Csmith@aol.com	
			▼			

Fill in contact's
information

XV. Inactivating Child Contacts (only Program Administrators)

1. Go to **Manage Children** under the e-DECA Management tab and select *Work with Existing Children*.

2. Choose the <u>Site</u>, <u>Group</u>, and <u>Child</u> you wish to work with, or type the child's name in the <u>Search by Last Name</u> box, and click *Submit*.

3. On the **Child List** page, click *Select* under the **Contacts** column to the right of the child's name.

4. On the **Child Contact List** page, click the *Update* button to the right of the contact's name.

5. Select <u>Inactive</u> as the status on the **Update a Child Contact** page and click *Submit*.

XVI. Activation

1. Select *Manage Activation* from the **e-DECA Management** tab. Choose the object that you wish to activate. In addition, choose the correct information from the subsequent boxes that appear. Finally, click *Submit*.

NOTE: All objects, except children, can be activated via Activation. Inactive child records can be reactivated via the Manage Children function.

2. On the **Activator** page, click the *box* under the **Activate** column, to the right of the object you wish to activate, and then click *Submit*.

XVII. Downloads

1. Select *Manage Downloads* from the **e-DECA Management** tab.

2. Choose the desired <u>Object to Download.</u> If Child Ratings by Site is chosen, select the correct Site from the <u>Choose a Site</u> drop-down menu. In addition, select the desired <u>Record Form</u>, <u>Rater Type,</u> and <u>Rating Year.</u> (**NOTE:** If you wish to download only the ratings for a certain time period, enter a <u>Date Range.</u>) When finished, click *Submit*.

Download Selector

Download Selector

Program: Devereux e-DECA 2.0 Learning Center

What do you wish to Download?

Choose Object to Download: | Select ▼

Select
Child Ratings by Program
Child Ratings by Site
Program Sites and Groups
Children in the Program
Children Pre, Mid, Post counts (by Program)
Active Pre Ratings Count (by Program)
Yr-End Pre,Mid,Post Needs (by Program)
Pre Needs (Teacher & Parent) (by Program)

Record Form:

Rater Type:

Rating Year:

OR

Date Range: Begin Date: | End Date:

Submit

Select desired
Object to
Download

Click Submit when finished

3. For **Microsoft Internet Explorer** users: The **File Download** pop-up will appear on your screen. If you just wish to view the results, click *Open*. The results will then be displayed in a Microsoft Excel spreadsheet. If you wish to download the results to your computer, click *Save* and choose the location where you wish the document to be saved.
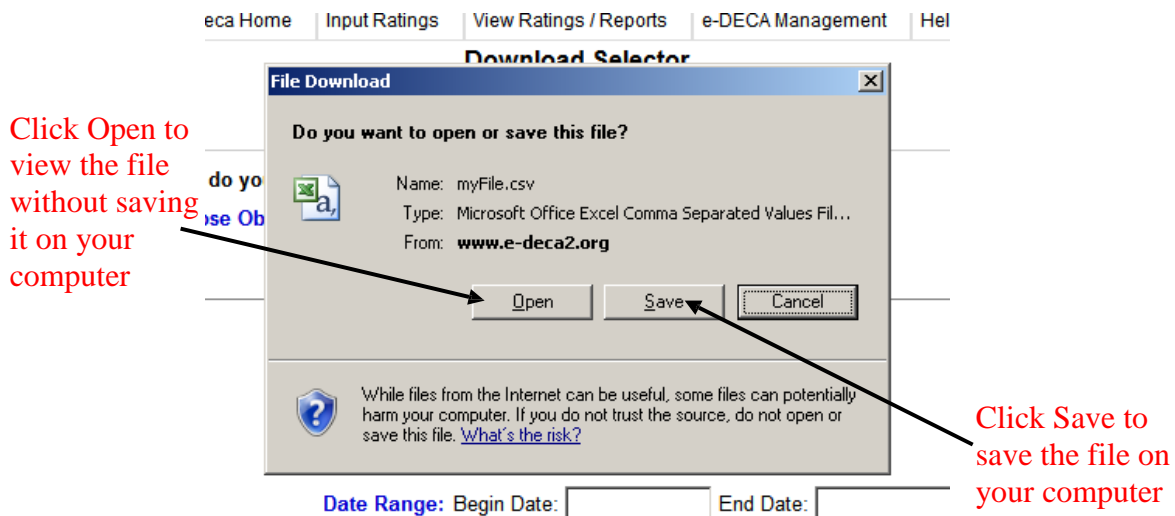
4. The document will display what Program, Site, and Group each child is in, as well as the child's name, gender, and date of birth. Information about the rating is also displayed, such as the rater's name, type, rating date, and status. Finally, the scores that each child received as a result of that rating are displayed.

NOTE: Programs may access all data, active and inactive, via the Manage Downloads tab. 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. At this time, Kaplan and Devereux have not set a number of years after which data will be deleted. Rather, a program will be able to access multiple years of data if desired and can do so by selecting a start date and end date to capture all desired rating history.

XVIII. Viewing Strategy Reports

1. Select *By Child* from the **View Ratings/Reports** tab.

2. Choose the Site, Group, and Child for which you wish to view a rating, type the child's last name into the Search by Last Name box. Select the circle next to *View All Ratings for this Child* and then click *Submit*.

3. On the **Child Rating List**, click *Strategies* to the right of the assessment you wish to view.

DECA-C Child Rating Values

No ratings found.

Deca-P2 Child Rating Values

Rating Date	Rating Period	Rater Name	Rater Type	Descr	IN	SR	AR	TPF	BC	Options	Delete
2012/09/03	Pre	Long, Beth	T	Raw Score T-Score Percentile Description	26 54 66 T	22 46 34 T	26 49 46 T	149 49 46 T	31 72 99 N	Edit Rating Strategies	✕

Preschool Child Rating Values

No ratings found.

Toddler Child Rating Values

Rating Date	Rating Period	Rater Name	Rater Type	Descr	AR	IN	SR	TPF	Options	Delete
2009/07/14	Pre	Long, Beth	T	Raw Score T-Score Percentile Description	58 50 50 T	30 51 54 T	23 61 86 S	162 55 69 T	Edit Rating Strategies	✕

Infant Child Rating Values

Click to View Strategies

4. On the **Strategy Selector** page, the child's ratings are summarized at the top.

DECA Protective Factors	Strength	Typical	Area of Need
Initiative		X	
Attachment/Relationships		X	
Self Regulation		X	
Behavioral Concerns		**Typical**	**Area of Need**
Behavioral Concerns			X

5. To obtain printable strategies, scroll down the **Strategy Selector** page. Click the checkboxes next to any of the protective factors, and/or their specific strategies that are applicable to the child.

☑ **Initiative**

Initiative: Initiative is the child's ability to use independent thought and action to meet needs. There are many ways children show us they are developing initiative every day, such as asking a friend to play, making a choice for lunch, and trying a new game. When looking at a child's DECA-P2 rating, you may notice that a particular element of initiative needs to be strengthened. The strategies below are organized by common elements of initiative, to include:

* Ability to start play or to begin an activity (A-D)
* Persistence and problem-solving (E - H)
* Confidence and decision-making (I - L)
* Interest in new activities or experiences (M-P)

The strategies below are taken from Promoting Resilience in Preschoolers: A Strategy Guide for Early Childhood Professionals, Second Edition; as well as, Promoting Resilience For Now and Forever: A Family Guide for Supporting the Social and Emotional Development of Preschool Children, Second Edition. Feel free to explore those books for more ideas, or, use your own planning resources and strategies guides!

Check	Classroom Strategy	Home Strategy
☑	**(A) Collaboration.** Ask children to co-lead simple activities during transition times. For example, ask a child to sing songs, play guessing games, do a finger-play, or tell a story to friends.	**(A) Collaboration.** Ask your child to help you make simple decisions throughout the day. Even if you can decide and take action faster on your own, invite your child to help. "Matay, we have an hour before it is time to go to bed. What are some of your ideas for how we could spend our time together?"
☑	**(B) Prompting.** Provide a verbal prompt or suggestion for children who have difficulty entering a group at play or an activity. "Omar, you could hold the pan while I sweep the floor."	**(B) Prompting.** Provide a prompt or suggestion for your child when they might need extra support to play with another child or to start an activity. "Sarah I see you watching me pour the cake mix into the bowl, why don't you get the spoon and help me stir it?"
☐	**(C) Small Steps.** Create a visual to go with each step of an activity or interaction, including words (in the language spoken in the classroom and at home) and photos. For example, to help a child learn how to ask a friend to play, break down the steps, "Joshua, first you stand by Sarah, then you could say, 'Sarah, may I play?'" Additional Information - Asking a Friend to Play Visual	**(C) Small Steps.** Use words and pictures to help introduce your child to a new activity such as asking a friend to play. "Erica, first you could tap Fin on the shoulder and say, 'May I play?' Then you could…"

** Note: Only checked protective factors and strategies will be converted to HTML/PDF file.

6. Once all desired protective factors and strategies have been selected, scroll down to the bottom of the **Strategy Selector** page. Click the circle next to the most applicable *Desired Report Format*.

Select the Desired Strategy for the document: ⦿ Classroom and Home ◯ Classroom ◯ Home

[Create an Html Document]   [Create a PDF Document]

Click for Desired Report Format

7. After *Desired format* is selected, click which file type you would like the strategy report to be presented in.

Select the Desired Strategy for the document: ⊙ Classroom and Home ○ Classroom ○ Home

Create an Html Document   Create a PDF Document

Click for a
Html
Document

Click for a
PDF
Document
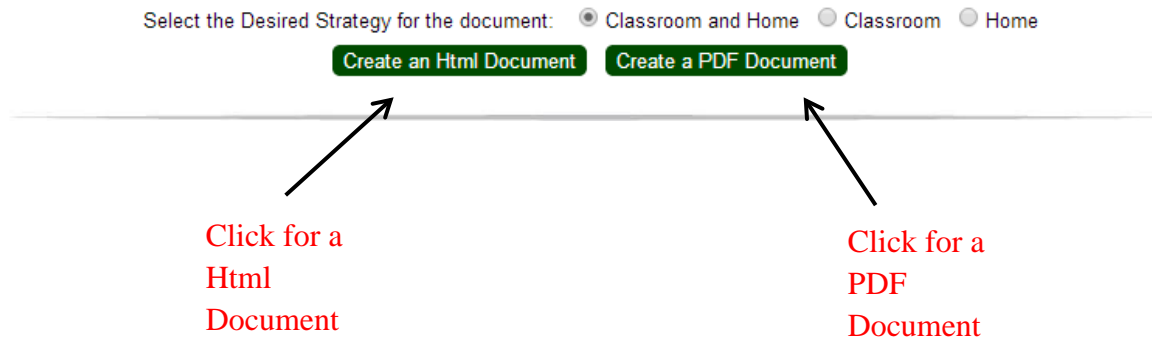
**Note: Both document types will appear in separate windows.

**Note: An HTML document displays the strategy report as a webpage and requires no outside program to view it. A PDF file displays the strategy report in the format in which it will be printed, but requires Adobe Acrobat Reader to view it.

XIX. Inactivating a Rating

1. Select *By Child* from the **View Ratings/Reports** tab.

2. Choose the <u>Site,</u> <u>Group,</u> and <u>Child</u> for which you wish to view a rating, type the child's last name into the <u>Search by Last Name</u> box. Select the circle next to *View All Ratings for this Child* and then click *Submit*.

3. On the **Child Rating List**, click *Update* to the right of the rating you wish to view.

XX. View Reports by Child

1. Select *By Child* from the **View Ratings/Reports** tab.

2. Choose the <u>Site,</u> <u>Group,</u> and <u>Child</u> for which you wish to view a rating, or type in their last name. Select the circle next to *Select a Report* and then choose the proper <u>Assessment</u> and <u>Report Type.</u> For a Pre-Post Comparison, select the desired pre and post ratings. For a Rater Comparison, select the desired <u>Comparison Type</u> and the names of the raters to be compared. When finished, click *Submit*.

NOTE: The reports will appear in a pop-up window. Please be sure to disable all pop-up blockers for your web browser or allow pop-ups from the e-DECA 2.0 website so that the reports can be viewed.

XXI. View Ratings/Reports by Group

1. Select *Group Profile* from the **View Ratings/Reports** tab.

2. Choose the <u>Site</u> and <u>Group</u> you wish to see the report for. Select the desired **Options for the Group Profile Report** and then click *Submit*.

   NOTE: The Group Profile Report will appear in a pop-up window. Please be sure to disable all pop-up blockers on your web browser or allow pop-ups from the e-DECA 2.0 website in order for the report to be seen.

   NOTE: A Group Profile will include active rating data for all children assigned to that group, even if the actual rating was conducted when the child had been assigned to a previous group.

Sample Group Profile Report (Preschool):

Group Profile Report

Record Form - Preschooler   01/01/2009 - 06/02/2010   Teacher Rating(s)

Program: Jump Start Learning   **Site:** For Now and Forever   **Group:** DECA Classroom

Teachers' Names: Welch, Steve;

	Type Rating: Pre				Type Rating: Mid				Type Rating: Post			
	IN	SC	AT	BC	IN	SC	AT	BC	IN	SC	AT	BC
Adams, Erik	72	72	54	47					72	72	61	37
Benson, Sean	43	45	46	58					56	57	68	44
Blank, Shenia	28	55	31	49					39	57	46	42
Cavanagh, Felicia	43	45	36	66					43	45	38	54
Davidson, Laurie	53	45	36	52					53	45	38	49
Evans, Michael	48	45	54	47					48	52	64	39
Gallagher, Katie	48	45	54	47					58	52	61	37
Kindle, Maria	33	45	44	57					40	48	44	57
Nevins, Pedro	65	45	54	47					70	59	64	34
Olson, Chante	53	45	36	52					53	46	38	49
Peterson, Samuel	53	45	72	52					53	45	72	52
Platt, Daniel	45	28	28	28					45	28	42	28
Robins, Britanni	43	28	56	66					43	28	56	63
Salsday, Ralph	48	45	54	47					48	45	54	47
Sellings, Livia	53	45	36	52					55	45	40	47
Tally, Mary Beth	48	72	54	47					50	72	58	47
Trenton, James	28	28	54	47					28	46	54	42
Upton, Taylor	53	45	36	52					53	46	38	47
Verlo, Denise	48	45	54	47					51	48	54	49
Number of Children Reported:	19	19	19	19	0	0	0	0	19	19	19	19
Number of Children Green:	2	2	1	0	0	0	0	0	2	2	6	0
Number of Children Blue:	14	14	11	17	0	0	0	0	14	15	8	18
Number of Children Red:	3	3	7	2	0	0	0	0	3	2	5	1

Sample Group Profile Report (Toddlers):

Group Profile Report

Record Form - Toddler   01/01/2009 - 06/02/2010   Teacher Rating(s)

Program: Jump Start Learning   **Site:** Tiny Tots   **Group:** Kala's Kids

Teachers' Names: Ferris, Kala;

	Type Rating: Pre			Type Rating: Mid			Type Rating: Post		
	AR	IN	SR	AR	IN	SR	AR	IN	SR
Bank, Sara	45	48	43				47	50	45
Jones, Tanisha	61	57	43				61	60	51
Kelp, James	48	48	45				49	49	43
Long, Karen	49	60	58				49	60	58
Miles, Matthew	28	31	28				28	44	48
Owens, Erica	28	33	30				31	38	41
Peterson, Scottie	61	57	43				61	59	45
Roberts, Maria	47	55	56				49	57	63
Thomas, Joshua	46	40	45				47	50	53
Washington, Marcelo	61	59	61				61	60	61
Number of Children Reported:	10	10	10	0	0	0	10	10	10
Number of Children Green:	3	1	1	0	0	0	3	3	2
Number of Children Blue:	5	6	7	0	0	0	5	6	8
Number of Children Red:	2	3	2	0	0	0	2	1	0

XXII. View Group Ratings List

1. Select *Group Ratings List* from the **View Ratings/Reports** tab.

2. Choose the <u>Site</u> and <u>Group</u> for which you wish to see the ratings list. Select the desired options under the heading, **Choose the Options for the Group Ratings List**, or leave the default settings as they are, and then click *Submit*.

3. Click on the child's name to be re-directed to the **Update a Child** page for that child. Click on the rating date to be re-directed to the **Record Form** for that rating.

See next page for a sample Group Ratings List

Sample Group Ratings List:

| eDeca Home | Input Ratings | View Ratings / Reports | e-DECA Management | Help |

Group Ratings List

Select a Group for Ratings List > Group Ratings List

Program: Jump Start Learning

Site: West Chester
Group: One
Teachers: Walker, Joe; Masson, Sarah; Gordon, Albert
Selection Criteria: Record Form: All
Ratings: Parents and Teachers
Rating Selection(s): Pre; Mid; Post; Other;
Date Range: 01/01/2009 - 06/02/2010

Only Active children in the Group

Children with no ratings or whose ratings are inactive

		Ratings			
Child Name	Rating Date	Rating Period	Rater Name	Rater Type	Record Form
Allen, Sean Peter	2009/06/25	Mid	Walker, Joe	Teacher	Toddler
Allen, Sean Peter	2009/06/24	Pre	Walker, Joe	Teacher	Infant
Allen, Shawn Robert	2009/07/01	Other	Walker, Joe	Teacher	Preschooler
Allen, Shawn Robert	2009/06/24	Post	Walker, Joe	Teacher	Toddler
Allen, Shawn Robert	2009/06/14	Mid	Walker, Joe	Teacher	Toddler
Allen, Shawn Robert	2009/06/04	Pre	Walker, Joe	Teacher	Toddler
Anderson, Stasi	2009/07/07	Pre	Anderson, John	Parent	Infant
Bradley, Lori	2009/07/28	Pre	Walker, Joe	Teacher	Infant
Camico, Blaise					
Depalo, Anthony					
Kent, Melissa	2009/07/01	Mid	Kent, Joan	Parent	Preschooler
Kent, Melissa	2009/06/25	Pre	Walker, Joe	Teacher	Preschooler
Kent, Melissa	2009/06/25	Pre	Kent, Joan	Parent	Preschooler
Pittenger, Erin	2009/07/01	Mid	Pittenger, Ben	Parent	Toddler
Pittenger, Erin	2009/06/25	Pre	Pittenger, Ben	Parent	Toddler
Pittenger, Erin	2009/06/23	Post	Walker, Joe	Teacher	Toddler
Pittenger, Erin	2009/06/02	Pre	Walker, Joe	Teacher	Toddler
Smith, John					

Children in the Group: 9
Total Number of Ratings: 15
Pre Ratings by Teachers: 5
Pre Ratings by Parents : 3
Pre Ratings by All: 8
Mid Ratings by Teachers: 2
Mid Ratings by Parents : 2
Mid Ratings by All: 4
Post Ratings by Teachers: 2
Post Ratings by Parents : 0
Post Ratings by All: 2
Other Ratings by Teachers: 1
Other Ratings by Parents : 0
Other Ratings by All: 1

XXIII. View Batch Report

1. Generate the *Group Ratings List* as described above.

2. At the bottom of the Group Ratings List, check the desired selection(s) to be printed when creating the Batch Report (Score Summary Table, Individual Child Profile, and/or Item Ratings by Scale).

Post Ratings by Parents : 1
Post Ratings by All: 6
Other Ratings by Teachers: 5
Other Ratings by Parents : 2
Other Ratings by All: 7

Check desired
selections for printing

Check the desired section(s) to be printed when creating the Batch Report:
☑ Score Summary Table   ☑ Individual Child Profile   ☑ Item Ratings by Scale

Create Batch Report

Click to *Create Batch Report*

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3. When finished, click *Create Batch Report*.

NOTE: The Batch Report pops up in a new window. Please be sure that all pop-up blockers are disabled for your web browser or that pop-ups are allowed from the e-DECA 2.0 website so that this window can appear.

XXIV. View Site and Program Reports (Aggregate Reports)

1. Select *Aggregate Reports* from the **View Ratings/Reports** tab.

2. Choose the Program or particular Site for which you wish to see the rating data displayed. Select the desired options under each heading. The report will generate the percentage of ratings that fall within the Strength, Typical and Area of Need descriptions based on the options chosen.

NOTE: (1) When only one record form type is selected, the report will generate scale level information. When more than one record form type is selected, only Total Protective Factors will display. (2) When more than one rating period is selected, the report will include only those children who have a rating from all selected rating periods.

3. After all of the appropriate options are selected, click *Submit*.

Sample Aggregate Report (Preschoolers):

Devereux Early Childhood Assessment
Aggregate Rating Report
Program: 18- Jump Start Learning
RecordForm=(Preschooler); RatingPeriod=(Pre, Post); RaterType=(Teacher)

Category: TPF- Total Protective Factors: Teacher

Pre	Mid	Post
Site: 1319- For Now and Forever **Strength** **Typical** **Concern** Count= 19 5% 63% 32% Score Mean=45 n=1 n=12 n=6 SD=11	No data requested	Site: 1319- For Now and Forever **Strength** **Typical** **Concern** Count= 19 21% 58% 21% Score Mean=49 n=4 n=11 n=4 SD=10

Category: IN- Initiative: Teacher

Pre	Mid	Post
Site: 1319- For Now and Forever **Strength** **Typical** **Concern** Count= 19 10% 74% 16% Score Mean=48 n=2 n=14 n=3 SD=11	No data requested	Site: 1319- For Now and Forever **Strength** **Typical** **Concern** Count= 19 10% 74% 16% Score Mean=50 n=2 n=14 n=3 SD=10

Category: SC- Self Control: Teacher

Pre	Mid	Post
Site: 1319- For Now and Forever **Strength** **Typical** **Concern** Count= 19 10% 74% 16% Score Mean=46 n=2 n=14 n=3 SD=12	No data requested	Site: 1319- For Now and Forever **Strength** **Typical** **Concern** Count= 19 10% 79% 11% Score Mean=49 n=2 n=15 n=2 SD=11

Category: AT- Attachment: Teacher

Pre	Mid	Post
Site: 1319- For Now and Forever **Strength** **Typical** **Concern** Count= 19 5% 58% 37% Score Mean=47 n=1 n=11 n=7 SD=11	No data requested	Site: 1319- For Now and Forever **Strength** **Typical** **Concern** Count= 19 32% 42% 26% Score Mean=52 n=6 n=8 n=5 SD=11

Category: BC- Behavioral Concerns: Teacher

Pre	Mid	Post
Site: 1319- For Now and Forever **Typical** **Concern** Count= 19 89% 11% Score Mean=51 n=17 n=2 SD=8	No data requested	Site: 1319- For Now and Forever **Typical** **Concern** Count= 19 95% 5% Score Mean=45 n=18 n=1 SD=8

Sample Aggregate Report (Toddlers):

Devereux Early Childhood Assessment
Aggregate Rating Report
Program: 18- Jump Start Learning
RecordForm=(Toddler); RatingPeriod=(Pre, Post); RaterType=(Teacher)

Category: TPF- Total Protective Factors: Teacher

Pre	Mid	Post
Site: 1325- Tiny Tots **Strength** **Typical** **Concern** Count= 10 10% 70% 20% Score Mean=47 n=1 n=7 n=2 SD=12	No data requested	Site: 1325- Tiny Tots **Strength** **Typical** **Concern** Count= 10 10% 70% 20% Score Mean=51 n=1 n=7 n=2 SD=9

Category: AR- Attachment/Relationships: Teacher

Pre	Mid	Post
Site: 1325- Tiny Tots **Strength** **Typical** **Concern** Count= 10 30% 50% 20% Score Mean=47 n=3 n=5 n=2 SD=12	No data requested	Site: 1325- Tiny Tots **Strength** **Typical** **Concern** Count= 10 30% 50% 20% Score Mean=48 n=3 n=5 n=2 SD=12

Category: IN- Initiative: Teacher

Pre	Mid	Post
Site: 1325- Tiny Tots **Strength** **Typical** **Concern** Count= 10 10% 60% 30% Score Mean=49 n=1 n=6 n=3 SD=11	No data requested	Site: 1325- Tiny Tots **Strength** **Typical** **Concern** Count= 10 30% 60% 10% Score Mean=53 n=3 n=6 n=1 SD=8

Category: SR- Self Regulation: Teacher

Pre	Mid	Post
Site: 1325- Tiny Tots **Strength** **Typical** **Concern** Count= 10 10% 70% 20% Score Mean=45 n=1 n=7 n=2 SD=11	No data requested	Site: 1325- Tiny Tots **Strength** **Typical** **Concern** Count= 10 20% 80% 0% Score Mean=51 n=2 n=8 n=0 SD=8

XXV. Input Ratings

1. Choose *By Child* from the **Input Ratings** tab.

2. Select the <u>Site,</u> <u>Group,</u> and <u>Child</u> for which you wish to input a rating and the proper

    <u>Record Form</u> for that child. (**NOTE:** You may also type in the last name of the child in the

    <u>Search by Last Name</u> box.)

3. On the **Record Form**, select the appropriate <u>Rater</u> and <u>Rating Period</u> and type in the <u>Rating</u> <u>Date.</u> (**NOTE**: The Rating Date is the date that the rating was completed by the rater, not the date it was entered into the e-DECA 2.0 database.) Read the directions and fill out the rating form by clicking on the *circle* to the right of each question under the desired column.

4. When you have finished filling out the record form, click *Save This Rating* at the bottom of the page.

5. If you filled out the form incorrectly and need clear the page and start again, click *Clear the Scores* and enter in the correct answers. If only a few questions were entered in incorrectly, simply click the desired radio button beside that question. To clear a single answer, click the number of the question you wish to remove the answer from.

XXVI. DECA Ratings on Paper (by Child Contacts or other Raters with no online access)

1. From the **Input Ratings** tab, click on the desired assessment form.

Choose desired Assessment Form
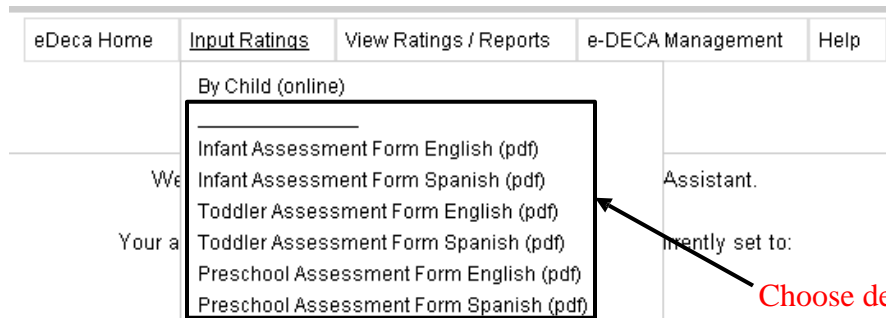
NOTE: The Assessment Forms appear in a pop-up window. Please be sure that all pop-up blockers are disabled for your web browser or that pop-ups are allowed from the e-DECA 2.0 website in order for the forms to be viewed.

2. At the top left hand corner of the pop-up page containing the assessment, click on the *picture of the printer* to Print the assessment.

Click to Print
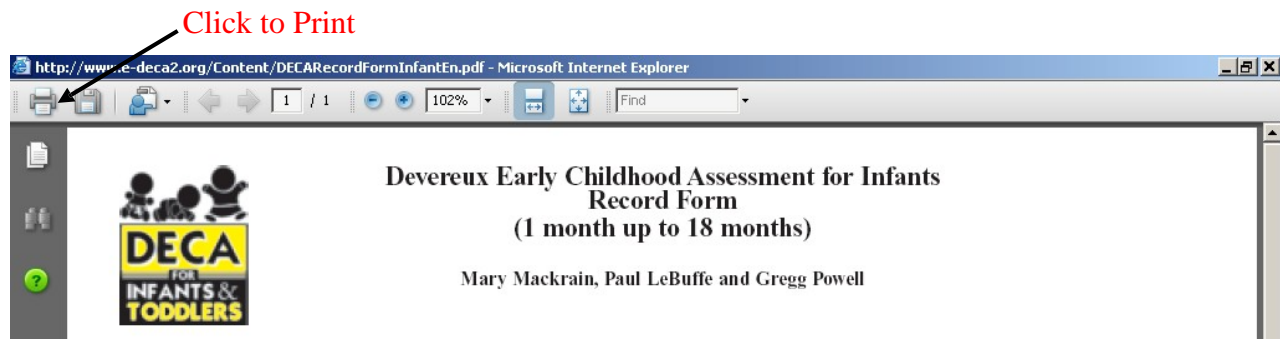
3. After the paper version of the assessment has been filled out, the rating can be entered into the system using the same method as when inputting a rating (see Input Ratings pages 40-41).

XXVII. View Ratings by Child

1. Select *By Child* from the **View Ratings/Reports** tab.

2. Choose the Site, Group, and Child for which you wish to view a rating, type the child's last name into the Search by Last Name box. Select the circle next to *View All Ratings for this Child* and then click *Submit*.

3. On the **Child Rating List**, click *Update* to the right of the rating you wish to view.

4. To change any of the answers to the questions on that rating, click on the desired *circle* to the right of that question and then click *Edit Rating* at the bottom of the **Record Form** page.

5. To view the results of the rating, scroll down to the bottom of the **Record Form** and click *Display Scores and Single Rating Report*.

XXVIII. Manage My Account

1. Go to the e-DECA Management tab and click on *Manage My Account*.

2. On the **Manage My Account** page, update or change your existing <u>User Name</u>, <u>Password,</u> or <u>Email</u> as desired and then click *Submit*.

Click Submit after updating any information

XXIX. Creating or Updating the Rating Year (only Program Administrators can create or update the

Rating Year)

1. Go to the e-DECA Management tab, **Manage Programs,** and select *Work with Existing*

    Programs.

2. On the **Program List**, click *Select* under the **Rating Year** column.

3. Type in the Description, or what you will call that rating year, the Begin Date, and the End

    Date and then click *Submit*.

XXX. Helpful Documents

1. Select *Available Documents* from the **Help** tab.

2. On the **Document List Page**, click on the desired document from the list provided.

Click the name of a
document to view
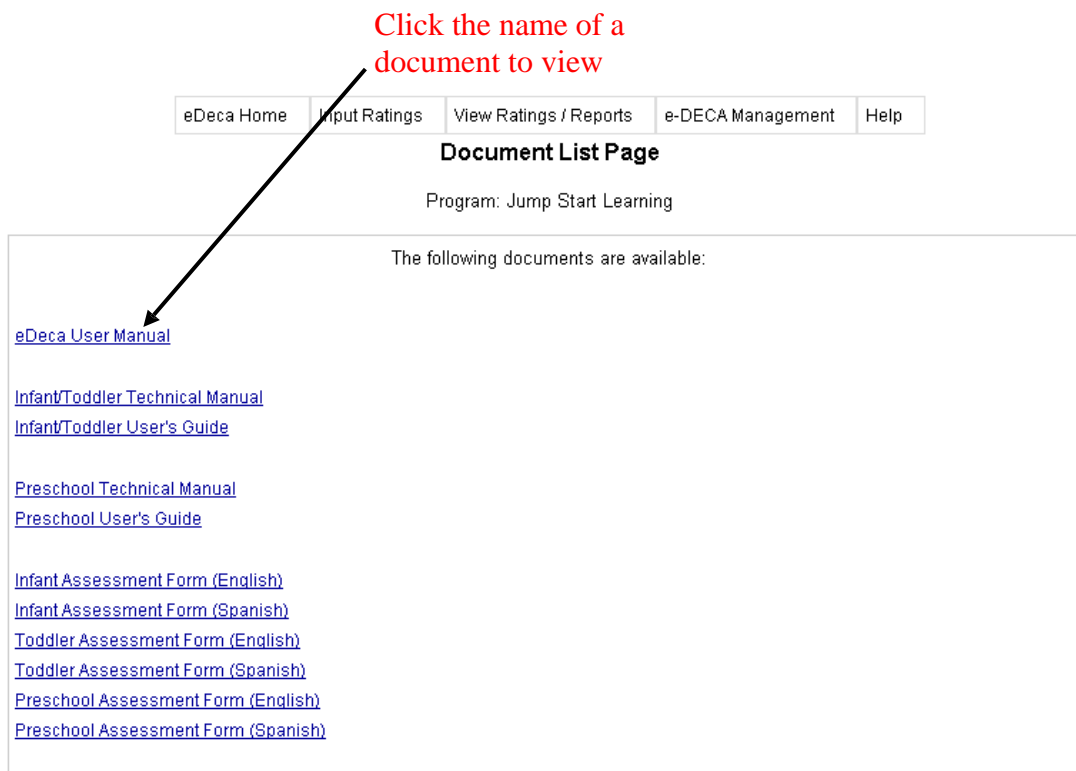
NOTE: These documents will appear in a pop-up window. Please be sure to disable all pop-up blockers on your web browser or allow pop-ups from the e-DECA 2.0 website so that the documents can be viewed.

3. Any of these documents may be printed out by clicking the *Print* button at the upper left

    hand corner of the page.

Click to Print
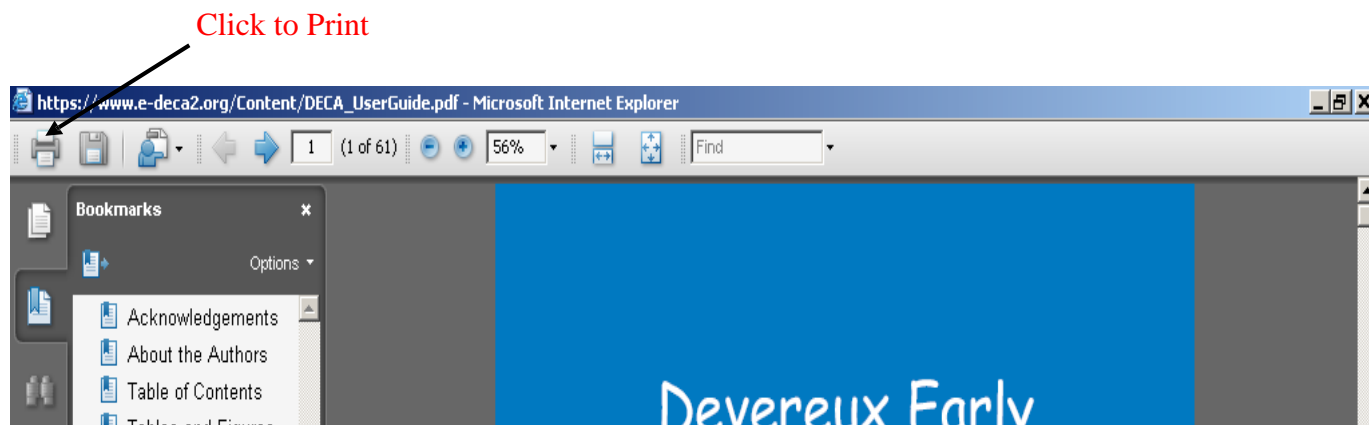
XXXI. View Video Demos

1. Select *Video Demos* from the **Help** tab.

2. On the **Video List Page**, click the name of the video you wish to view.

3. The video will play using the default media player assigned to your computer.

NOTE: The videos will play in a separate window. Please be sure to disable all pop-up blockers on your web browser or allow pop-ups from the e-DECA 2.0 website so that the videos may be viewed.

XXXII. Program Information (can only be viewed by Program Administrators)

1. Select *Work with Existing Program* under **Manage Programs** from the e-DECA

   Management tab.

2. Click *Select* under the **Status** column to the right of the program name.

3. Scroll down the **Program Information** page to view information about the progress of your

    program. The information available includes Contract Info, such as the start and end date of

    the contract and the number of ratings bought and used, and the number of Active and

    Inactive Sites, Groups, Children, Ratings, Users, and Teachers.

Sample Program Information Page:

Contract Info

Date Begin	Date End	Contract Type	Num Ratings Purchased	Num Ratings Consumed	Num By Child Purchased	Num By Child Consumed
05/01/2010	08/01/2015	A	230	221	0	0
07/14/2009	04/06/2011	A	160	15	0	10

Rating Year

Rating Year	Begin Date	End Date
2013-2014	07/01/2013	08/01/2014
2012-2013	08/01/2012	07/15/2013
2011-2012	07/16/2011	07/18/2012
2010-2011 Year	08/01/2010	07/15/2011
2009-2010 Year	07/14/2009	07/16/2010

Program Administrators

Name	User Name
Shantyl Oliver	freetrialoliver
Joy Rannebeck	joyfreetrial
Andrew Rounds	arounds
Katie Shurer	decashurer

Sites

Status	Num of Sites
A	21
I	1

Groups

Status	Num of Groups
A	37

Children

Status	Num of Children
A	141
I	4

Ratings

Rating Year	Record Form	Status	Num of Ratings
2010-2011 Year	I	A	1
2013-2014	I	A	2
2010-2011 Year	T	A	3
2013-2014	M	A	28
2009-2010 Year	P	A	24
2012-2013	M	A	1
2009-2010 Year	I	I	2
2009-2010 Year	I	A	26
2011-2012	T	A	1
2009-2010 Year	T	A	17
2012-2013	Q	A	26
2013-2014	D	A	23
2011-2012	P	A	1
2010-2011 Year	P	I	2
2010-2011 Year	P	A	12
2013-2014	Q	A	32
2012-2013	D	A	4
2012-2013	T	A	6
2011-2012	I	A	2
2013-2014	T	A	2

Users

Status	Num of Users
A	20
I	1

Teachers

Status	Num of Teachers
A	54
I	2

XXXIII. Purchase Confirmation

When a renewal order is placed with Kaplan for additional rating options or to renew the annual license, an email notification will be sent to the email address associated with the Program Administrator. If your program needs to place an order for additional ratings or to renew the annual license, please call Kaplan Early Learning Company at (800) 334-2014.

XXXIV. Program Message (can only be created by Program Administrators)

1. Select *Program Message(s)* under **Manage Programs** from the e-DECA Management Tab.

2. Click *Add a New Message* at the upper right of the page.

3. On the **Update a Message** page, fill in the <u>Begin Date</u> and the <u>End Date,</u> and the <u>Message</u> that you wish to send to the users (**NOTE:** The Begin and End Dates are the dates between which the message will appear to all the online users in your program). To save the message, click *Submit*.

4. The message will appear at the top of the Welcome Page when any online user in the Program signs into the e-DECA 2.0 system.

Your message appears here