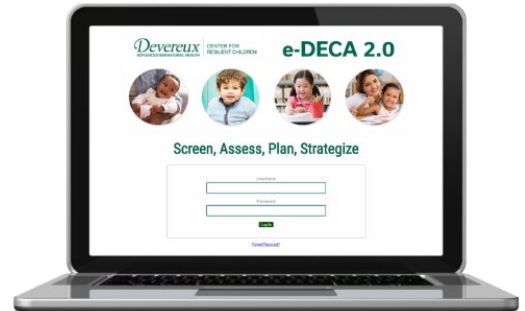


Access a Self-Guided Tour of the e-DECA System



The e-DECA System allows early childhood professionals and families to screen, assess, and promote protective factors associated with resilience and healthy social and emotional development of infants, toddlers and preschoolers. The comprehensive assessment and planning system supports professionals and families in building children’s initiative, creating strong attachments, developing self-regulation skills, and reducing problematic behaviors using strategies from the Devereux Early Childhood Assessment (DECA) Program. The system can be used to evaluate the impact of the DECA Program and ensure that children have the strengths they need to reach their highest potential. Strategies are available for infants, toddlers and preschoolers!

For access, go to www.e-DECA2.org and log in using the credentials shown here.

Username

e-DECA

Password

Testing1!

Log In

The following pages provide instructions for how to complete certain actions within the e-DECA. You are welcome to try them out, and you are free to explore as much as you can within this demo program.

Questions or issues? Contact decasupport@kaplanco.com.

IMPORTANT

If you would like to try entering a rating yourself or use the data within the system, it is essential that you use the “Sandbox Site” and the “Sandbox Group.” Failing to do so could make it impossible for others to test out the system.

HOW TO Access a Single Rating Report

1. Go to *View Ratings/Reports* → *By Child*

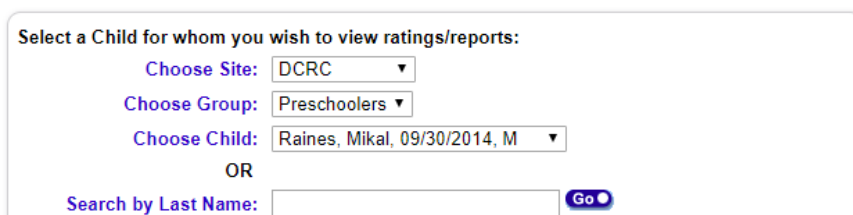


e-DECA Home Input Ratings **View Ratings / Reports** e-DECA Management Help

- By Child
- Group Profile
- Group Ratings List

Welcome *Rudee Adams* to the e-DECA Assessment Assistant.

2. For *Site*, be sure to select “DCRC.” Then you may select whichever child you wish to view, OR you can just copy the selections shown below:



Select a Child for whom you wish to view ratings/reports:

Choose Site: DCRC ▼

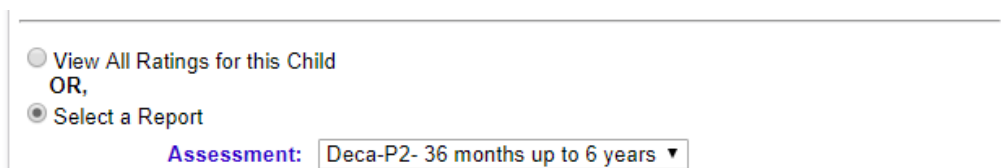
Choose Group: Preschoolers ▼

Choose Child: Raines, Mikal, 09/30/2014, M ▼

OR

Search by Last Name: **Go**

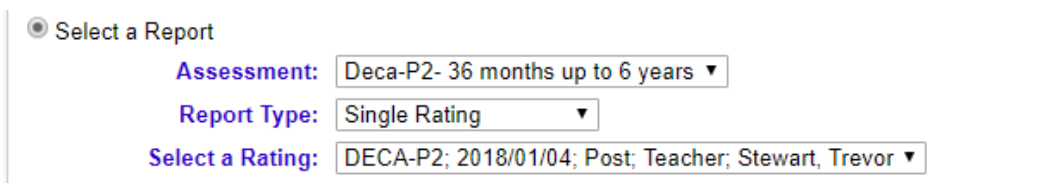
3. Once you select a child, choose “Select a Report” and from the *Assessment* dropdown menu, select the appropriate Assessment Type. For our selection shown above, we need to select the *DECA-P2*.



View All Ratings for this Child
OR,
 Select a Report

Assessment: Deca-P2- 36 months up to 6 years ▼

4. The next dropdown menu is where you will need to select “Single Rating.” Once you do that, another dropdown menu will appear, and you can select whichever rating you want to view.



Select a Report

Assessment: Deca-P2- 36 months up to 6 years ▼

Report Type: Single Rating ▼

Select a Rating: DECA-P2; 2018/01/04; Post; Teacher; Stewart, Trevor ▼

5. Once you hit “Submit,” another window should open with your Single Rating Report! If another window does not open, please be sure to check your pop-up blocker settings for your browser.

HOW TO Access DECA Strategies

1. Go to *e-DECA Management* → *Manage Children* → *Work with Existing Children*



2. Next, click on the button that says “Display All Children”
3. Choose a child, and click on “Select” underneath the column titled “Ratings”

32 Row(s) [Add New Child](#)

Child Values									
LName	FName	MName	Date Of Birth	External Id	Status	Ratings	Reports	Contacts	Update
Alleyne	Deb		03/01/2016		A	Select	Select	Select	

4. Then click on “Strategies” next to the Rating you want to review

Toddler Child Rating Values

Rating Date	Rating Period	Rater Name	Rater Type	Descr	AR	IN	SR	TPF	Options
2017/12/27	Pre	Alleyne, Pop	P	Raw Score	18	15	5	87	Edit Rating
				T-Score	28	31	28	28	
				Percentile	1	3	1	1	
				Description	N	N	N	N	
2017/12/27	Pre	Wade, Phoebe	T	Raw Score	54	35	18	153	Edit Rating
				T-Score	46	59	48	51	
				Percentile	35	82	42	54	
				Description	T	T	T	T	

5. You can now view all of the DECA strategies. Use the check boxes to select the desired strategies. At the bottom of the page, you can choose how the report is displayed: as an HTML or PDF file with Classroom, Home, or both types of strategies, and you can also select either English or Spanish! You can also just save a PDF in the system. Please note that the report opens in a new window. If you do not see it, be sure to check your pop-up blocker settings for your browser.

Select the Desired Report Format: Classroom and Home Classroom Home

Select the Desired Language for the document: English Spanish

[Create an Html Document](#) [Create a PDF Document](#) [Save PDF Document](#)

HOW TO Access Other Useful Reporting Tools

Getting a Pre-Post Comparison: To see how a child's assessment scores have changed over time, click on *View Ratings/Reports* → *By Child*. Be sure all of the parameters match the picture below and then press the "Submit" button.

The screenshot shows the 'View Ratings / Reports' page with a dropdown menu open for 'By Child'. The main form is titled 'Select a Rating/Report' and includes the following fields:

- Program: [Dropdown]
- Select a Child for whom you wish to view ratings/reports:
 - Choose Site: [DCRC]
 - Choose Group: [Preschoolers]
 - Choose Child: [Raines, Mikal, 09/30/2014, M]
- OR
- Search by Last Name: [Text Box] [Go]
- View All Ratings for this Child OR,
- Select a Report
 - Assessment: [Deca-P2- 36 months up to 6 years]
 - Report Type: [Pre-Post Comparison]
 - Select a Rating-Pre: [DECA-P2, 2017/12/27, Pre, Teacher; Stewart, Trevor]
 - Select a Rating-Post: [DECA-P2, 2018/01/04, Post, Teacher; Stewart, Trevor]

[Submit]

Getting a Group Profile: To see an entire group's score at a glance, click on *View Ratings/Reports* → *Group Profile*. Be sure all of the parameters match the picture below and then press the "Submit" button.

The screenshot shows the 'View Ratings / Reports' page with a dropdown menu open for 'Group Profile'. The main form is titled 'Select a Group Profile Report' and includes the following fields:

- Program: 1004- e-DECA Testing Program
- Select a Group for which you wish to view the Group Profile Report:
 - Choose Site: [DCRC]
 - Choose Group: [Preschoolers]
- Choose the Options for the Group Profile Report:
 - Record Form: [Infant- 0 up to 18 months, Toddler- 18 up to 36 months, Deca-P2- 36 months up to 6 years]
 - Ratings: All Teacher Ratings OR All Parent Ratings
 - Rating Selection(s): Pre Mid Post All
 - Rating Year: [2017-2018 12/27/2017 12/26/2018]
 - OR
 - Date Range: Begin Date: [Text Box] End Date: [Text Box]

[Submit]

Try Out the System in Our Sandbox!

If you want to enter your own ratings or try something else, you are welcome to use the “Sandbox Site” and “Sandbox Group.” To get there, go to *e-DECA Management* → *Manage Groups* → *Work with Existing Groups*.

Choose Site: **Sandbox Site** and Choose Group: **Sandbox Group**, and click “Submit.”

From the next screen, you can click “Select” under “Roster” to see all of the children in that Site and Group. Feel free to add a rating to one of the children already there OR add your own by clicking “Add New Child.”

2 Row(s) [Add New Child](#)

Display Children with Status:

Child Values										
LName	FName	MName	Date Of Birth	External Id	Status	Ratings	Reports	Contacts	Update	Delete
Granger	Heather		12/05/2013		A	Select	Select	Select		
Weasley	Donald		11/28/2013		A	Select	Select	Select		

For more information on how to play in the Sandbox, visit any of our **Help** sections, which can be found at the top of any page within the e-DECA system. We highly recommend the *Help* → *Video Demos* section as a way to learn that is more interactive than just reading the Instruction Manual.

Pricing & Purchasing: To start using the e-DECA, you will need to purchase an annual license as well as ratings. Ratings can be purchased By Assessment (flat fee per assessment) or By Child (flat fee per child). You can make your purchase through our publisher Kaplan Early Learning Company at www.kaplanco.com/devereux.

e-DECA Annual License, \$299.95		<i>Pricing last updated 2019</i>
By Assessment (Single) Ratings		Option #1 - \$1.00 per rating
By Child Ratings		Option #2 - \$2.95 per child