

DRDP Assessment Basics in CPOne

General Information

The DRDP assessment periods for each program term are:

- Assessment 1 – Fall 7/1 – 10/31
- Assessment 2 – Winter 11/1 – 2/28
- Assessment 3 – Spring 3/1 – 6/30

Each assessment starts fresh. You must provide observations and rate all measures each assessment period. You will not see progress (or regression) until you run a report.

For children birth to 3, the Infant/Toddler Comprehensive View is the assessment tool.

For children age 3-5, the Preschool Comprehensive View is the assessment tool.

When an Early Head Start child will turn 3 during the assessment period,

- Home Visitor must Change the DRDP View to use Preschool Comprehensive View before rating. You have the option to click Show Earlier Developmental Measures.

During each assessment period,

- Coach will schedule meetings with each Home Visitor to review mid-assessment checkpoints, review child development progress, and discuss observations and data entry.
- Coach will provide guidance on linking observation data to ILP and planned activities during home visits. Coach will also provide individual staff support on using DRDP. Reports that can support this time together include 5001, 5003, 5004 and 5020.

After each finalized assessment,

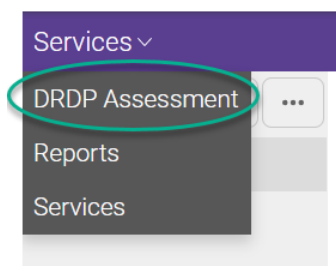
- Coach will schedule individual time with each Home Visitor to review child data and caseload level data. The purpose and intent of these meetings is to collaborate on using the data to support writing ILPs, understanding child development and to discuss strategies and next steps. Reports that can support this time together include 5021 and 5022.
- Early Head Start Team (Program Manager, Supervisors, Coach) will review caseload and program level data.
- Program level data will be shared with Home Visiting Team.

Log In and Navigation

The DRDP Assessment Tool is available via CPOne, the web-based version of ChildPlus. CPOne is available on any mobile device or computer that connects to the internet.

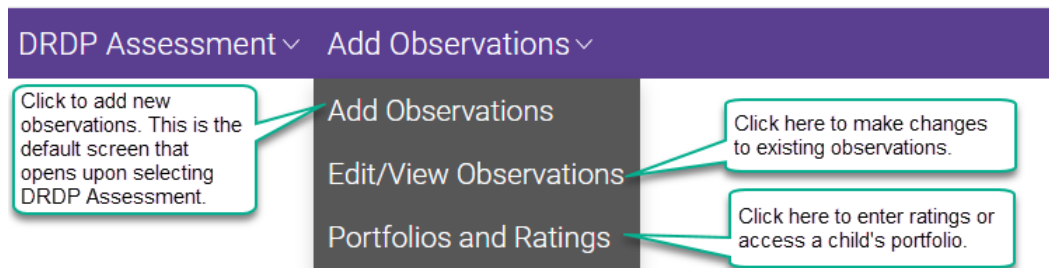
- The web address for CPOne is <https://app.childplus.com/OlympicESD114/login>. Bookmark/Add to Favorites to set up easy access to the log in page.
- The recommended internet browsers are Google Chrome and Safari.
- Use your ChildPlus log in for both CPOne and CPDesktop.

To open DRDP Assessment, click Services drop down menu, select DRDP Assessment.

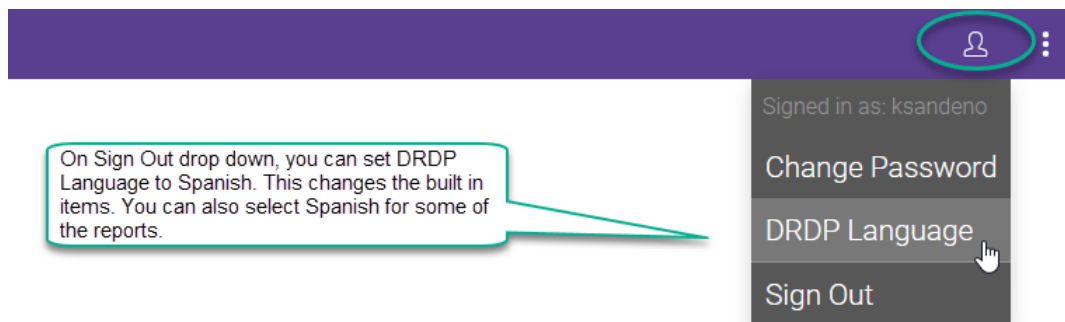


From the main DRDP Assessment Screen, you can:

- Add Observations
- Edit/View Observations
- Portfolios and Ratings



- Set DRDP Language to Spanish. This changes built in items to Spanish. (Spanish is also available for some of the reports.)



- Go to the Learning Library



Observations - General

There are four (4) ways to add new observations: Note, Photo, Video and File.

Photo, Video and File are Attachments. Photos or videos taken at a home visit or received from a parent can be uploaded (attached) later.

Include a mix of notes, photos and videos for your observations. If there is a barrier to getting photos and/or videos, discuss this with your supervisor and make a plan.

The screenshot shows a purple header bar with the text "Add Observations" followed by a downward arrow. Below this is a white box with a green border containing the text: "There are four ways to add new observations: Note, Photo, Video, File. If you have already added an observation and you need to complete the observation data entry, edit the data entered or add notes, photo, video or file attachments, you must select Edit/View Observations." Below the white box is a vertical stack of four buttons: "Note" (with a keyboard icon), "Photo" (with a camera icon), "Video" (with a video camera icon), and "File" (with a document icon). Each button has a corresponding callout box to its right: "Click here to type the observation. Save." for Note, "Click here to take a photo or attach a photo that is saved on your computer or mobile device." for Photo, "Click here to attach a video that is saved on your computer or mobile device." for Video, and "Click here to attach a file that is saved on your computer or mobile device." for File.

Add Observations ▾

There are four ways to add new observations: Note, Photo, Video, File.

If you have already added an observation and you need to complete the observation data entry, edit the data entered or add notes, photo, video or file attachments, you must select Edit/View Observations.

Note
Click here to type the observation. Save.

Photo
Click here to take a photo or attach a photo that is saved on your computer or mobile device.

Video
Click here to attach a video that is saved on your computer or mobile device.

File
Click here to attach a file that is saved on your computer or mobile device.

Note: When you are working on ratings, you can also add Observations for the child you are rating under Portfolio. See additional instructions below.

Observations – Initial Data Entry Screens

When you click Note, the data entry screen opens for you to type your note. ChildPlus will automatically date and time stamp your note.

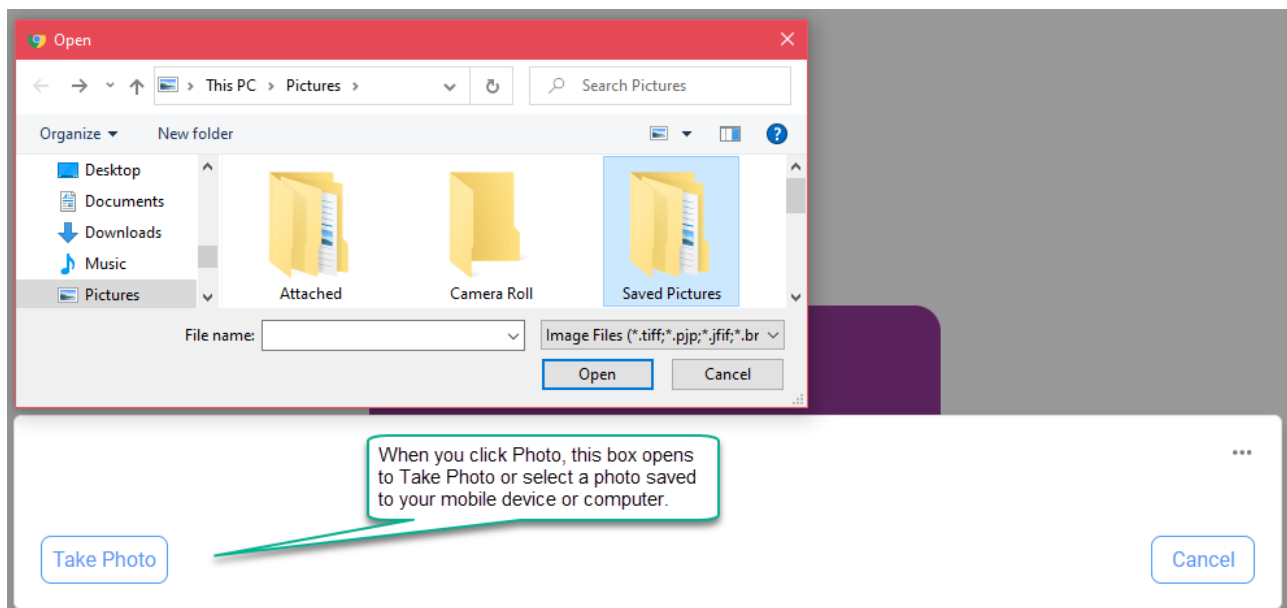
Note

...

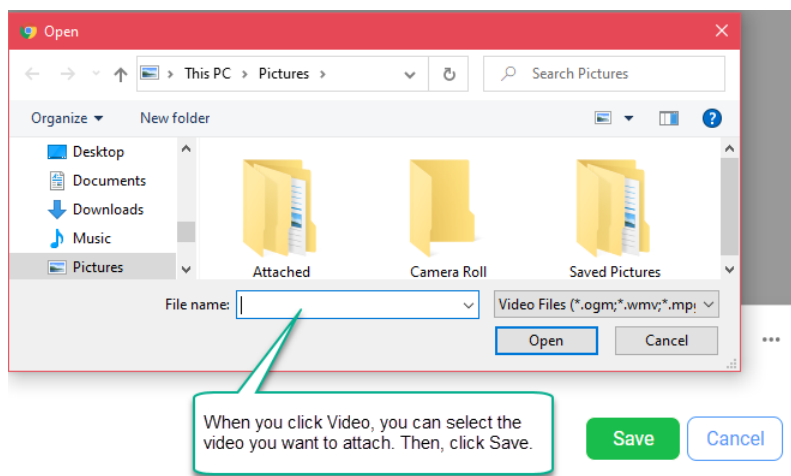
Type your observation. Note will automatically date and time stamp.

Save Cancel Add

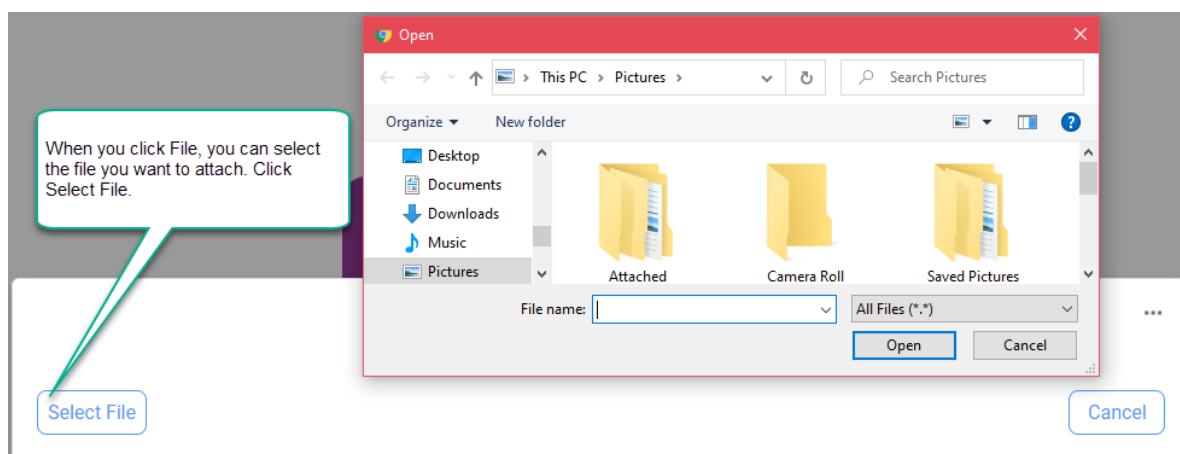
When you click Photo, this box opens to Take Photo or select a photo saved to your mobile device or computer.



When you click Video, you can select the video you want to attach. Typically, videos can be up to 1 minute maximum. Depending on the camera, it could be longer. If you use high definition or 1080p or higher, the video will need to be shorter.



When you click File, the data entry screen open so you can select the file from your mobile device or computer.



Observations – Detail Data Entry Screen

When you save your observation, the following data entry screen opens.

- Enter the additional details of your observation.
- If your observation is Photo, Video, or File it will appear under Attachments. Add a note to explain the attachment.
- If your observation is Note, you can attach a photo, video or file.
- Observations must be from the current assessment period.

Observation (Today)

Date
Required: 9/3/2021. Callout: Auto-fills today's date. You can edit if needed.

Observer Type
Teacher, Aide, etc. Callout: Change to Parent, Guardian if needed.

Observer
Required: Sandeno, Karen. Callout: Enter your name if does not auto-fill.

Classroom
Required: Home Visitor 14. Callout: Auto-fills your caseload.

Measures
Select measures that relate to this observation. Callout: Select measures that relate to this observation.

Child
Select child(ren) observed. Callout: Select child(ren) observed.

Notes
09/03/2021 2:21 p.m. Karen Sandeno Type your observation. Note will automatically date and time stamp. Callouts: Add Notes, Click to edit the notes already typed, Click to add another note to this observation.

Attachments
Use the button to add attachments. Callout: Click to add photo, video or file attachment.

Buttons: Add Attachment, Save, Cancel.

Edit/View Observations

When you select Edit/View Observations from the DRDP Assessment drop down, all your observations will appear. Click Edit to add or edit information to the existing observation. See screen shot above for the detail data entry screen.

Observation (5 days ago)

Date	9/3/2021	When you select Edit/View Observations from the DRDP Assessment drop down, the list of all your observations will appear. Click Edit to add or edit information to the existing observation.	Home Visitor 14	...
Observer Type	Teacher, Aide, etc.	Measures		▼
Observer	Sandeno, Karen	Child		🔍

Notes

09/03/2021 2:21 p.m. Karen Sandeno Type your observation. Note will automatically date and time stamp.

Edit

Portfolios and Ratings

When you select Portfolios and Ratings from the DRDP Assessment drop down, you will be able to search for or select the child's record.

DRDP Assessment ▾ Portfolios and Ratings ▾

🔍 Search Go

No Results

0 Participants

← Select a participant

Search for the child's name or select from the list to enter ratings.

When there is more than one assessment in the child's record, you will need to select the assessment you want.

● Accepted 8/02/21 • Head Start 2021

Ratings ▾ Select ▾

Fall 2021 • Assessment 1 • S. Rodriguez

When child has more than one assessment in the system, you will need to select the one you want.

To rate, click on the developmental level for the measure.

Note: If you are considering Unable to Rate, you must email your coach and cc: your supervisor to request time to meet to discuss the reasons.

Ratings ▾ Fall 2021 • Assessment 1 • S. Rodriguez

Ratings due in 48 days on 10/31/21
3% of measures rated (1/29)
5% of observations completed (3/58)

Approaches to Learning–Self-Regulation (ATL-REG)

	Responding	Exploring	Building	Integrating	Not Yet	Emerging	Unable to Rate
	Earlier	Later	Earlier	Middle	Later	Earlier	
1. Attention Maintenance							
2. Self-Comforting							

This icon shows the number of observations for the measure. Two observations recommended per measure.

Click the icon to open up explanations of the ratings and examples. See screen shots below.

When you determine the developmental level, click in the box to rate.

If you do not have 2 observations, a warning message pops up. See screen shot below.

Save

If you do not have the at least 2 observations for the measure, this message appears. You can Rate Anyway or Cancel.

More Observations Recommended

Your organization recommends that you have at least 2 observations before rating a measure.

Rate Anyway

This message appears if you do not have at least 2 observations for the measure.
* Click Cancel to go back and add observations.
* Click Rate Anyway to rate the measure.

Cancel

When you are working on ratings, click Ratings ▾


- You can select Portfolio to open only this child's observations. You can add observations here.
- You can toggle between Portfolio and Ratings as needed.


Ratings ▾ Fall 2021 • Assessment 1 • S. Rodriguez ▾

Portfolio

Ratings

Approaches to Learning–Self-Regulation (ATL-REG)

This is an example of the developmental level explanations for the measure. Click this icon  to open this up. From this screen you can click Show Examples to see examples of child behavior associated with the developmental level.


Attention Maintenance (ATL-REG 1)
 Child develops the capacity to pay attention to people, things, or


Responding Earlier	Responding Later	Exploring Earlier
RE	RL	EE
Attends or responds briefly to people, things, or sounds	Shifts attention frequently from one person or thing to another	Maintains attention, on own or with adult support, during brief activities

[Show Examples](#)

Click to see examples of child behavior for each developmental level for the measure.

NY	Child is not yet at the earliest developmental level on this measure
Emerging	Child is emerging to the next developmental level
UR	Unable to rate this measure due to extended absence

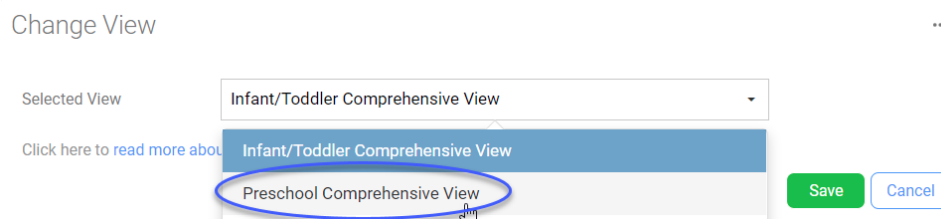
This is an example of the developmental level explanation with examples of child behaviors.


Attention Maintenance (ATL-REG 1)
 Child develops the capacity to pay attention to people, things, or

Responding Earlier	Responding Later	Exploring Earlier
RE	RL	EE
Attends or responds briefly to people, things, or sounds	Shifts attention frequently from one person or thing to another	Maintains attention, on own or with adult support, during brief activities
Pays attention to a moving mobile. Quiets to the voice of a familiar person. Gazes at the smiling face of a familiar person.	Turns attention toward an interesting toy, then back to an adult or a child. Actively shifts interest from one child to another playing close by. Drops one thing in order to reach for another.	Briefly watches other children playing and then resumes play with a toy. Resumes playing at sand table when an adult joins in digging. Dumps toy animals from container, puts animals back in the container, and then dumps

From the ratings screen, click the ... icon for the drop down to:

- Change the DRDP View. For children turning 3 during the assessment period, you must Change the DRDP View to Preschool Comprehensive View prior to rating.
- When you select Change the DRDP View, the Change View box opens. Select Preschool Comprehensive View. See Preschool Ratings and Portfolios below for more information.



- Finalize Ratings. Click to finalize the assessment. If any ratings are missing, you will not be able to finalize.
Note: you must finalize within the last two weeks of the assessment period. Use Report 5020 to quickly see which assessments are complete or not.
- DRDP Instructions. This links you to the complete instructions for the DRDP view you are using.

After you have started rating, you will click edit as needed to make changes to the ratings, etc.

Ratings ▾ Fall 2021 • Assessment 1 • S. Rodriguez ▾

Ratings due in 48 days on 10/31/21
3% of measures rated (1/29)
5% of observations completed (3)

Approaches to Learning–Self-Regulation (ATL-REG)

1. Attention Maintenance

2. Self-Comforting

Click to edit your assessment ratings as needed prior to finalizing.

If you have permission to change the DRDP view (from infant/toddler to preschool), this will be available to you on this drop down.

Select to finalize ratings.

Select to access the complete instructions for the DRDP view you are using.

Edit

Change the DRDP View

Finalize Ratings

DRDP Instructions


Preschool Ratings and Portfolios

For children age 3-5, the Preschool Comprehensive View is the assessment tool. There are some additional features for preschool ratings:


- If the child is a dual language learner (based on data entry at the time of application), measures for English Language Development will appear.
- You can Show Earlier Developmental Measures if needed to be able to rate the child at the appropriate level.

Ratings ▾ Fall 2021 • Assessment 1 • S. Rodriguez ▾ Save Cancel ⋮

Ratings due in 53 days on 10/31/21
0% of measures rated (0/50)
3% of observations completed (3/100)

 English Language Development (ELD)

		Discovering Language	Discovering English	Exploring English	Developing English	Building English	Integrating English	Emerging	Unable to Rate
1. Comprehension of English (Receptive English)	<input type="checkbox"/>	DL	DE	EE	DV	BE	IE		UR
2. Self-Expression in English (Expressive English)	<input type="checkbox"/>	DL	DE	EE	DV	BE	IE		UR
3. Understanding and Response to English Literacy Activities	<input type="checkbox"/>	DL	DE	EE	DV	BE	IE		UR
4. Symbol, Letter, and Print Knowledge in English	<input type="checkbox"/>	DL	DE	EE	DV	BE	IE		UR


 Approaches to Learning–Self-Regulation (ATL-REG)

	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Not Yet	Emerging	Unable to Rate
1. Attention Maintenance												UR
2. Self-Comforting												UR
3. Imitation												UR
4. Curiosity and Initiative in Learning	<input type="checkbox"/>	RE	RL	EE	EL	BE	BM	BL	IE			UR
5. Self-Control of Feelings and Behavior	<input type="checkbox"/>	RE	RL	EE	EL	BE	BM	BL	IE			UR
6. Persistence and Persistence	<input type="checkbox"/>											UR

This is an example of what happens when you Show Earlier Developmental Measures.

Ratings ▾ Fall 2021 • Assessment 1 • S. Rodriguez ▾ Save Cancel ⋮

Hide Earlier Developmental

 Approaches to Learning–Self-Regulation (ATL-REG)

	Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier	Not Yet	Conditional Measure	Emerging	Unable to Rate
1. Attention Maintenance													UR
2. Self-Comforting													UR
3. Imitation													UR
4. Curiosity and Initiative in Learning	<input type="checkbox"/>	RE	RL	EE	EL	BE	BM	BL	IE				UR
5. Self-Control of Feelings and Behavior	<input type="checkbox"/>	RE	RL	EE	EL	BE	BM	BL	IE				UR
6. Persistence and Persistence	<input type="checkbox"/>												UR

In Preschool Comprehensive View, #4 is the first measure for Self Regulation.
When you click Show Earlier Developmental Measures, #1, #2 and #3 will appear.

Reports for Parents

Staff will share the following reports with parents:

Report Number	Requirement
5024	Staff: share with parents after finalizing the assessment. Document the initial conversation and sharing of report 5024 in home visit notes. Once the ILP is completed, all follow up is documented under the ILP.
5023	Staff: print this portfolio report for parents when child exits Early Head Start.

There are no requirements to attach reports or have parents sign reports because the data lives in ChildPlus.