

## Social Emotional Screening (DECA) - ChildPlus Instructions

Social Emotional Screenings are required each assessment period for all participants. Create the event in ChildPlus when the Parent DECA is completed. When classroom teachers complete the Teacher DECA, add the ratings to the existing event for the assessment period and add any notes under Actions.

### Data Entry Requirements

- **Event Date:** Enter date the screening was completed (Parent DECA).
- **Status:** Select DECA Strategies Needed (when screening results show need), Failed Needs Referral (when needs mental health referral) or No Concerns.
- **Description:** Type Pre DECA, Mid DECA or Post DECA according to the Fall, Winter or Spring assessment period when screening is completed.
- **Event Notes:** Enter a brief summary of who you met with, the results of the screening, conversation with family about any follow up needed. Document strategies provided to work on specific skills. Document next steps agreed upon during this meeting. See example on page 6.
- **Add Action:** Document all on-going conversations and referral follow up in Add Action. See examples on page 6.
- **Closed Date:** Enter closed date when all follow up is done or when the assessment period ends. For example, the Pre DECA status was DECA Strategies Needed. When the Mid DECA is completed, close the Pre DECA event and continue any Pre DECA follow up under Mid DECA event. For returning children, make sure the Post DECA from the previous year is closed.
- **Home Based:** Attach the Parent Letter for each parent rating.
- **Center Based Only:** Attach the Parent Letter for each parent rating and the Parent and Teacher Single Rating Report for each screening.

When Teacher DECA is completed (Center Based Only):

- Open the Social Emotional Screening event for the assessment period and scroll to Teacher DECA section.
- Data enter the date, status and ratings for the completed Teacher DECA.
- Add Action to document conversation with family, sharing results and next steps.

### Add Social Emotional Screening

The screenshot shows the 'Add Social Emotional Screening' form with the following fields and callouts:

- Event Date PIR:** 2/25/21
- Status:** A dropdown menu with a red prohibition sign. The selected option is 'DECA Strategies Needed'. Callout: 'Do not check when following up on DECA Strategies Needed.'
- Description:** A text area with a dropdown menu. The selected option is 'DECA Strategies Needed'. Other options are 'Failed, Needs Referral' and 'No Concerns'. Callout: 'Check Formal Evaluation C27a when Failed, Needs Referral'
- Agency Worker:** Sandeno, Karen
- Checkboxes:** Referral, Follow-Up Assessment - C.27a PIR, Formal Evaluation - C.27a PIR, Treatment. Callout: 'When DECA Strategies Needed, must follow up a minimum of 3 times to check in on how strategies are working, suggest new ones, etc. Document in Add Action. Note: Needing support with strategies does not mean child needs mental health referral.'
- Closed Date:** A date field. Callout: 'Enter Closed Date when all the follow up is completed or assessment period ends.'
- Additional Callout:** 'If it appears that child needs a referral based on social emotional screening, it is important to review all health and education screenings and discuss your concerns with your coach and supervisor. If referral is needed, follow mental health procedure.'

1/1/2021 2:43 PM Karen Sandeno Met with dad via zoom. Child scored low in Initiative and Self Regulation. Went over strategies selector with dad, focusing on self regulation. Dad wants to focus on getting organized ahead of time and making a cozy space. Screen shot of home strategies emailed to dad.

Parent DECA Ratings

I.N.  S.R.

A.R.  T.P.F.

B.C.

Enter Parent DECA ratings.

Teacher DECA Ratings

Teacher DECA Date  Status

I.N.  S.R.

A.R.  T.P.F.

B.C.

Enter Teacher DECA ratings.

Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
Communi...	3/30/21	Strategy Check In	Action Completed	Sandeno, Karen
Communi...	3/01/21	Strategy Check In	Action Completed	Sandeno, Karen
Communi...	2/15/21	Strategy Check In	Action Completed	Sandeno, Karen

Save Cancel

Data Entry for Actions:

- Enter brief, informative descriptions.
- Add ongoing conversations and follow up on DECA strategies as Communication Actions.
- Add a referral as Follow Up Action.
- Remember to close the event once all follow up is completed or assessment period ends.

These are the examples of Action Notes from the above list of Actions:

2/15/2021 2:47 PM Karen Sandeno Phone call with mom and dad. Child doing really well in the cozy space. Will check in again in two weeks.

Action Notes



3/1/2021 10:34 AM Karen Sandeno Zoom with mom, dad and child so they could show me child's progress on self regulation. We agreed that no new SR strategies needed. Parents will continue with the routines and activities they have been doing. Reviewed strategy selector for Initiative. Parents will focus on giving choices.

Action Notes



3/30/2021 10:55 AM Karen Sandeno Phone call with mom. She requested the full list of suggested home strategies for Initiative to help them with ideas. Emailed this info to mom. Scheduled the next screening for 04/30/21 at 9am.