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.

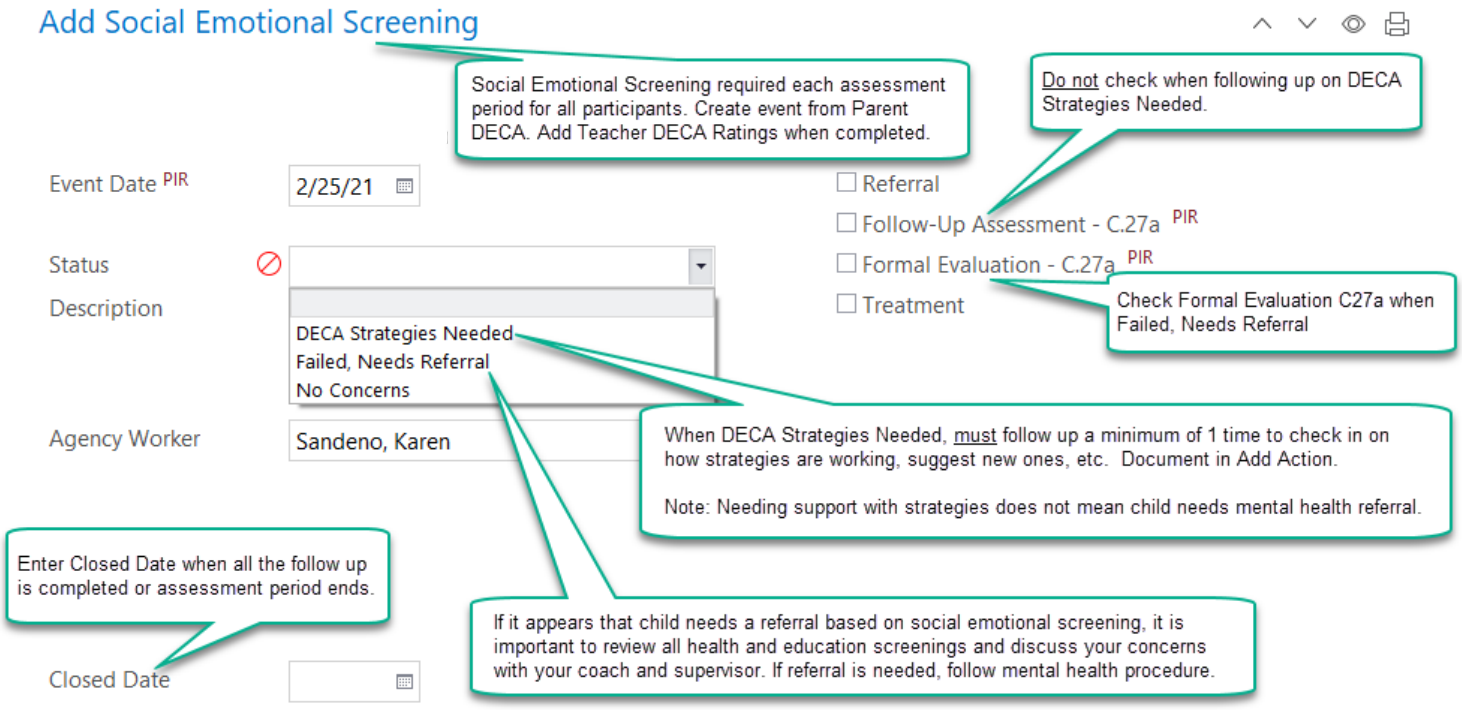
- For newly enrolled children, the Parent Pre-DECA is due within 45 days of the child's first day of service.
- For year-round programs and continuing children, a new Parent Pre-DECA must be completed by October 31.

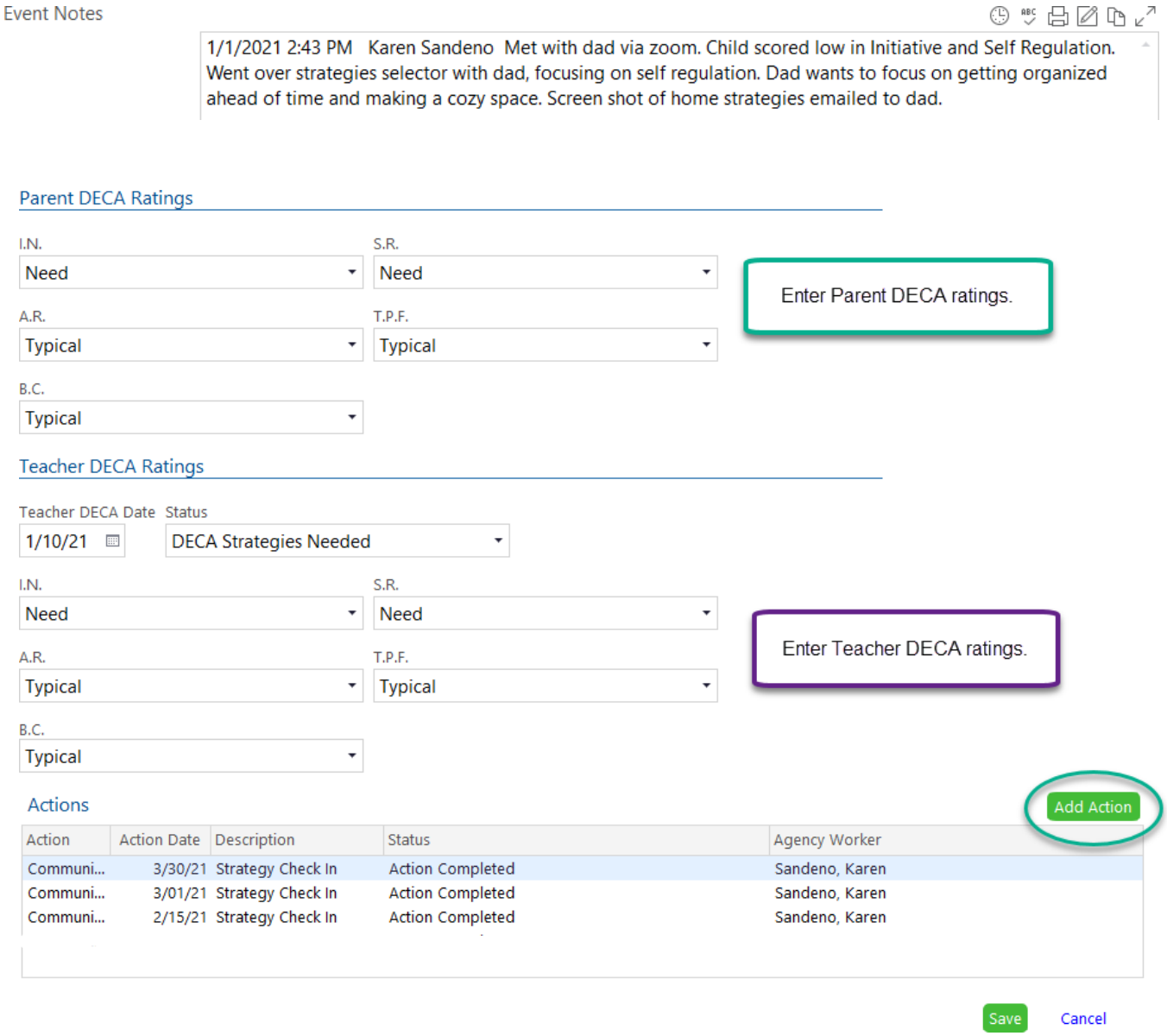
Data Entry Requirements

- 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 or according to Social Emotional Screening Procedures for mid-year enrollments.
- 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 below.
- Add Action: Document all on-going conversations and referral follow up in Add Action. See examples below.
- 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.

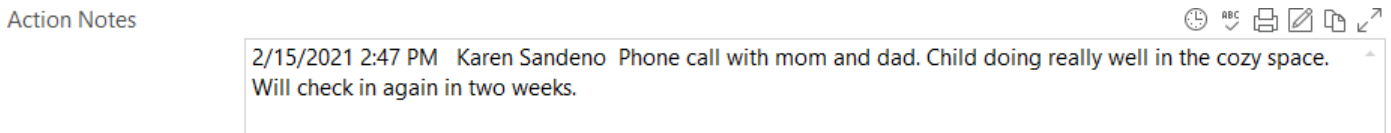




Data Entry for Actions:

- 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:



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.