***Username / Password****: Request via email to Stacey Parent. Site has a username / password, email retrieval system.* ***Log in -*** *Site is your PSC and your personal* ***Group*** *is County/CFS names.*

***I PAD friendly; Pop up Blocker:*** *Allow pop ups from site. Turn off pop up blockers to view/ save Strategies Reports.*

***Help tab****: User manual, support video, pdf DECAs. Also, call/email Stacey Parent for support.*

***Transitioning child:*** *Email PSC to archive or transfer child to their Head Start Teacher.*

**Create a new child record REMEMBER TO SUBMIT TO SAVE!**

* **e-DECA Management** tab – manage children; create a new child record. ***Is the child already entered in e deca under another group? We cannot enter children twice.***
* Child information to be entered (\*) is required information.
* **Site** (PSC) with **Group** as the County / CFS), **or** (Collaborative Center Services Coordinator or Site Coordinator) & **Group being either** Collaborative Center or EHS Center / Teacher).
* **“Contacts”** below is for entering parent/guardian information, prior to completing e-deca.
* Only enter the parent/guardian completing DECA. You do not have to do phone/email.
  + Either print a (pdf) DECA or parent may complete with your I Pad. Parent/Guardian must have been with children to observe them for 4 weeks to complete an e deca or Deca-C.
* **Printing Pdf DECA**: **Input Ratings -** Scroll to age appropriate DECA: **Infant** (0-18 mos), **Toddler** (18-36 mos), **Deca-P2** (36 mos-6 yrs). After parents complete their DECA, manually enter it online.
* **Deca-C** (Clinical - **For children 2-5 who have experienced trauma and/or are having big challenges).**
* After parent/guardian completes their DECA, the Teacher manually enters it online.
* Only Teachers in Collaborative Centers or EHS Centers may complete a “Teacher” e deca or Deca-C.
  + **Teacher completes an e deca or Clinical after observing child for 4 weeks; Family completes an e deca or Clinical if they have observed in person for 4 weeks.**
* **Child enrollment status changes:** Email your PSC, CCSC, Site Coordinator or Stacey Parent.

**Input Ratings: REMEMBER TO SUBMIT TO SAVE! *Print for child’s file.***

* **Site** (PSC’s name); **Group** (County / CFS name)
* **Child** – Scroll down & click a specific child’s name (child must have been entered).
* **Select Record Form** – Either, **Infant**, **Toddler**, **Deca-P2** or with support, the **Deca-C.**
* **Save this Rating** (At bottom) - Be certain it states in red that rating is saved.
* **Rating Period**: **Pre** (first rating for year) and then **Mid**, **Post**, **Other** thereafter.
* **New Contact** (Adding a caregiver after child/family has been entered)
* *Attempt to answer all questions. 2 questions total may be unanswered in different scales.*

**View Ratings/Reports: *Print Ratings/Strategies Reports for child file*.** There are different options for reports once you have more than 1 child entered & assessed.

* **Click “By Child”**
* **Display Scores and Single Rating Report -** See scores – S = Strength, T = Typical, N = Need
* **For Strategies / Planning:** Click **View all Ratings; Click Strategies.**
* DECA & *Conscious Discipline* Strategies are for both “home” and/or “school.”
* Individualized planning is a collaborative effort with the family, choosing no more than 1- 2 goals in each Protective Factor ‘boxes to click on.’ If there are areas of Need, an e deca should be completed again after around 6 weeks to celebrate progress and assess current need for different strategies and goals.
* ***Save selected Strategies / Goals to computer & print them as they won’t save in system!***
* ***Scoring with ongoing Needs in Protective Factor areas requires discussions for necessary Mental Health Referrals and/or Early On if appropriate.***
* **See Child Plus Entering DECA Results:** *Pass, Needs Re-screen or Fail / Referral*