

Help Center

Just a click away!



Assessment Setup

e-book

ChildPlus
Desktop



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childplus.com

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The Help Center and Agency Customization

The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all platforms, modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to each platform
- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see [User Security Groups](#) or [contact us](#) for additional assistance.

Help Center Updates and ChildPlus Platforms

The Help Center is continually updated to reflect the current version of ChildPlus. Ensure that you are using the [latest version of ChildPlus](#) and referencing an article for the appropriate ChildPlus platform. Instructions for modules often differ between ChildPlus Online and ChildPlus Desktop and are unique for the Attendance App.

- To find out which version of ChildPlus you are using, see [About ChildPlus](#).
- For more information about the different platforms and how to access them, see [Platform Comparison](#).
- To learn about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see [Module Comparison](#).

Assessment Setup

Before you can track assessment scores in ChildPlus, you will need to set up each of your assessment instruments in the system. When you set up an assessment instrument in ChildPlus, you start by providing some basic information about the instrument, such as whether it is a checklist or a scored instrument. Then, you can type in each item on your instrument and define assessment periods for the instrument.

If your instrument is being used to document compliance with Head Start outcome measures, you can create links between the items on your instrument and the federal framework. Prior to setting up an instrument in ChildPlus, however, you may find it helpful to complete the **Assessment Instrument Setup** worksheet at the end of this guide. This worksheet will help you collect the information that ChildPlus needs to know about your instrument prior to actually setting it up as part of the system.

Setting up an Assessment Instrument in ChildPlus

1. Click **Setup > Module Setup > Assessment Instruments**.
2. Click **Add New Assessment Instrument**.
3. Complete the information on the **General** tab. If you need help, refer to the following table for a complete list of the fields that are available (the question numbers in parentheses refer to your responses on the **Assessment Instrument Setup** worksheet).

Item	Description
Instrument Name	Type the name you want to assign to the assessment instrument. (Question 1)
Assessment Instrument Type	Select either Checklist or Scored. (Question 2)
Data Entry Depth	Select the number of levels appropriate for your instrument. (Question 3)
Active	Check this box if the instrument is currently active.
Use Item Classifications	Check this box if the instrument uses Item Classifications. This box is available only for checklists. (Question 4)
Use Local Standard of Mastery	Check this box if the instrument has a standard of mastery. This box is available only for checklists. (Question 5)

4. Click **Save**. Next, you will set up your rating labels for the assessment instrument.

Setting up Rating Labels

Use the table in question 6 (for checklists) or question 7 (for scored instruments) on the **Assessment Instrument Setup** worksheet to complete the fields on this tab

1. Open the **Assessment Instrument Setup** screen if you haven't already. How do I do this? Click **Setup** > **Module Setup** > **Assessments**.
2. Click on the **Rating Labels** tab.
3. Enter the name you want to assign to the label (for example, *Developing*).
4. Enter the character you want to use to abbreviate this label on reports (for example, *D*).
5. Enter the character you want to assign to this label for data entry purposes (for example, *D* or *1*).
6. Click **Save**. Next, you will set up your instrument items.

Adding Instrument Items

1. Open the **Assessment Instrument Setup** screen if you haven't already. How do I do this? Click **Setup** > **Module Setup** > **Assessments**.
2. Click on the **Instrument Items** tab.
3. Click **Add Item** to add the first instrument item.
4. In the **Description** box, type the item text.
5. Select the level (for example: 1, 2 or 3) at which this item appears in the instrument.



Does the instrument use item classifications? *If so, 3 Classification boxes will be displayed in the lower left corner of the screen. If the item you are entering is at the lowest (data entry) level, enter the codes for the item in the Classification boxes. (See Question 4 on the **Assessment Instrument Setup** worksheet.)*



Does the instrument use a local standard of mastery? *If so, there will be a box at the bottom of the screen labeled Mastery of this topic requires mastery of how many sub-items? If the item you are entering is not at the lowest (data entry) level, enter the appropriate number of sub-items in the box.*



Is this a scored instrument? *There will a Scores box is displayed in the lower right corner of the screen. If this items sub-scale ranges differ from those set for the entire instrument on the Rating Labels tab, make the necessary changes in this box.*

6. Repeat steps 3-6 for each of the instrument items you want to enter.
7. Click **Save**. Next, you will set up your assessment periods.

Adding Assessment Periods

1. Open the **Assessment Instrument Setup** screen if you haven't already. How do I do this? Click **Setup** > **Module Setup** > **Assessments**.
2. Click on the **Assessment Periods** tab.
3. Click **Add Assessment Period**.
4. Complete the information for the assessment period using the answer to Question 8 on the **Assessment Instrument Setup** worksheet.
5. Click **Save**. Next, you will link your instrument items to the federal framework.

Linking to the Federal Framework

1. Open the **Assessment Instrument Setup** screen if you haven't already. How do I do this? Click **Setup** > **Module Setup** > **Assessments**.
2. Click on the **Link to Federal** tab.



- The top portion of this screen lists all Domains, Domain Elements, and Indicators in the federal framework. You can scroll to view the entire framework.
 - The middle section of this screen lists all items in your selected instrument.
 - The bottom section displays all assessment instrument items that are linked to the selected federal framework item.
3. Click the item in the federal framework item that you want to link to your instrument. You can link to any level of the federal framework: Domain, Domain Element, or Indicator.
 4. Select the instrument item you want to link to the federal framework item you selected. In this step, you can only link to the lowest (data entry) level of your instrument.
 5. Click **Link Items**.
 6. Click **Save**.