

Help Center

Just a click away!



DRDP 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](#).

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Steps to Configure DRDP Assessment

Complete the tasks in the order below to have the **DRDP Assessment** module available and working correctly in ChildPlus.

Step	Description
1	Enable ChildPlus Online
2	Grant Access to ChildPlus Online
3	Define Rating Schedules
4	Assign Rating Schedules to Classrooms

Grant Access to ChildPlus Online

To grant users access to ChildPlus Online:

1. Go to **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.
2. Select the **Security Group** you want to assign access to.
3. Do one of the following:
 - Right-click **ChildPlus Online** and select **Full Access**
 - Expand **ChildPlus Online** and select a level of access for each item



ChildPlus Desktop will change the icon to correspond with the level of access designated in the legend at the bottom of the window.

4. Save.



Repeat these steps for any additional **Security Groups**.

Enable ChildPlus Online

Enable ChildPlus Online for your agency.

1. Go to **ChildPlus Desktop >> Security >> Security Settings >> General**.
2. Select **Allow users to access ChildPlus using a web browser**.
3. Save.



To learn how staff members can access ChildPlus Online, see [Access ChildPlus Online](#).

Define Rating Schedules

To define a **Rating Schedule** in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Module Setup >> DRDP Assessment**.
2. Select a **School Year**.
3. Click **Add Schedule for [School Year]**.
4. Select one of the following options:
 - **Add a new blank schedule:** create a **Rating Schedule** from scratch
 - **Copy an existing schedule:** copy all settings from an existing **Rating Schedule**
5. Enter a unique name for the schedule.
6. Enter a description explaining the time period to begin and complete assessments for this schedule.
7. Complete the **fields** in each section to customize the schedule.

Section	Description
Schedule Type	<p>Determine if assessment due dates are based on:</p> <ul style="list-style-type: none">• Assessment periods <p>When selecting a schedule based on assessment periods, you will need to determine the cut-off date for late enrollees and the finalize date for the period</p> <ul style="list-style-type: none">• Enrollment dates
Naming Convention	<p>Select how assessment names should appear in participants' records and on reports. Assessments can be named based on the season and year, numerical order or both</p>
Recommended Observations	<p>Set a recommendation for the number of observations needed prior to rating. Observation counts can be monitored on reports and used as a guide for teachers</p> <p>If a teacher attempts to rate a measure with less than the recommended number of observations during the assessment period, you can specify whether they should be prohibited from rating or whether ChildPlus Online should display a notification but allow them to rate anyway</p>
DRDP Views	<p>Select the DRDP view(s) required by your program and specify a default DRDP view to display for participants following this schedule</p> <p>Teachers can change the view as needed in the DRDP Assessment module. ChildPlus Online displays the measures required for participants with an IEP/IFSP</p>

Section	Description
Statewide Identifier	<p>Select this option to provide a statewide identifier for each participant</p> <p>Agencies currently tracking statewide identifiers in the Alternate ID field should select Copy the value in Alternate ID to the statewide identifier field</p>
Dual Language Learners	Select this option to automatically open English Language Development (ELD) measures for participants identified as dual language learners on the application
Schedule Notes	Enter notes to document important decisions that influenced the Rating Schedule setup

8. Click **Save**.

Assign Rating Schedules to Classrooms

Use this section to select which classrooms will follow a **Rating Schedule**.

1. Go to **ChildPlus Desktop >> >> Setup >> Module Setup >> DRDP Assessment >> Assign Rating Schedules to Classrooms**.
2. Select the location(s) required to complete an assessment.
3. Select an option in the **Schedule** column to assign a **Rating Schedule** to each classroom.
4. Select the **Rating Schedule** at the bottom of the window to assign to the classroom (s).
5. Click **Assign**.
6. Repeat steps 4-5 for each **Rating Schedule** that you want to assign.
7. Save.