

# Help Center

Just a click away!



## DRDP Assessment in ChildPlus

e-book

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**ChildPlus**  
Software

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800.888.6674  
[childplus.com](http://childplus.com)

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# DRDP Assessment

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Before you can use the **DRDP Assessment** in ChildPlus Mobile, complete the following steps in the order below to have it available and working correctly in ChildPlus.

- **Step 1:** [Enable ChildPlus Mobile](#)
- **Step 2:** [Assign Access to ChildPlus Mobile](#)
- **Step 3:** [Define Rating Schedules](#)
- **Step 4:** [Assign Rating Schedules to Classrooms](#)

## Enable ChildPlus Mobile

To enable ChildPlus Mobile 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.
4. Copy the address and share it with any staff members who you want to have access to ChildPlus Mobile.

## Assign Access to ChildPlus Mobile

To assign users access to ChildPlus Mobile:

1. Go to **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.
2. Select the **Security Group** you want to assign access to.
3. Right-click **ChildPlus Mobile**.
4. Select a [level of access](#). ChildPlus Desktop will change the icon to correspond with the level of access designated in the legend at the bottom of the window.
5. Save.



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

# 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"><li>• Assessment periods</li><li>• Enrollment dates</li><li>• A combination of both assessment periods and enrollment dates</li></ul> <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>
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 Mobile should display a notification but allow them to rate anyway</p>

Section	Description
DRDP Views	Select the DRDP view(s) required by your program and specify a default DRDP view to display for participants following this schedule  Teachers can change the view as needed in the <b>DRDP Assessment</b> module. ChildPlus Mobile displays the measures required for participants with an IEP/IFSP
Statewide Identifier	Select this option to provide a statewide identifier for each participant  Agencies currently tracking statewide identifiers in the <b>Alternate ID</b> field should select <b>Copy the value in Alternate ID to the statewide identifier field</b>
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 <b>Rating Schedule</b> 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.


# Access Privileges and Levels of Requirement

Access to ChildPlus must be configured by platform:

- ChildPlus Mobile (accessible through any browser)
- ChildPlus Desktop (Windows)
- Attendance App (accessible through any Apple<sup>1</sup>, Android<sup>2</sup> or Kindle Fire<sup>3</sup> device)


You can assign the following types of access privileges in ChildPlus:

Access	Description
Full Access	A User Security Group that has been granted full access to a module in ChildPlus can add, change or delete data within the module
View Access	A User Security Group that has been granted view access to a module in ChildPlus can view data within the module but cannot add, change or delete data
No Access	A User Security Group that has been denied access to a module in ChildPlus cannot view, add, change or delete data within the module

 Some items will not have all levels of security access.

You can assign the following levels of requirement for fields in ChildPlus:

Requirement	Description
Full Access - Not Required	The field can contain a blank value when the record is updated or saved
Full Access - Recommended	The field can contain a blank value, but ChildPlus will display a warning that the field was not completed when saving
Full Access - Required	The field cannot contain a blank value when the record is updated and the record will not save until the user enters a value

 Some fields will not have all levels of requirement.

<sup>1</sup>Apple is a trademark of Apple Inc., registered in the U.S. and other countries and regions.

<sup>2</sup>Android is a trademark of Google LLC.

<sup>3</sup>Kindle Fire and all related marks are trademarks of Amazon.com, Inc. or its affiliates.

# Add Observations

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Observations are used as evidence to determine the developmental level for each measure within a domain. Notes, photographs, videos and other file types can be included in an observation. To support real-time data entry, staff can enter a few details to begin an observation and complete it during a more convenient time. A single observation can apply to multiple participants.

When you open the **DRDP Assessment** module, ChildPlus Mobile displays the **Add Observations** window by default. Begin your observation with a note or by attaching a photo, video or file. When you add an observation, ChildPlus Mobile populates the current **Date, Observer Type, Observer** and **Classroom** fields. **Observer Type, Observer** and **Classroom** fields are based on the user logged in.



You will need to enter an observation for each location if the observed behavior or action applies to participants from multiple classrooms.



# Note

To add a note to an observation in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Add Observations**.
2. Click or tap **Note**.
3. Enter the observation notes which can include a description of an observed behavior or a statement spoken by the participant(s).
4. Click or tap **Save**. ChildPlus Mobile opens a new window that you can use to enter specific details about the observation.
5. Complete the **fields**. If you are not able to complete the observation at this time, click or tap **Save** to close the window.

Field	Description
Date	The date the observed behavior or action takes place
Observer Type	The role of the person who observed the behavior or action
Observer	The person who observed the behavior or action
Classroom	The classroom assigned to the observed participant(s)
Measures	Select one or more measures related to the observation
Child	Used to associate the observation to one or more participants
Notes	Note defaulted from the previous window
Attachments	Photos, videos or other files used to support the observation

6. Click or tap **Save**.

# Photo

To add a photo to an observation in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Add Observations**.
2. Click or tap **Photo**.
  - If you are using a mobile device, click or tap **Take Photo** to take a picture of the behavior or action you want to document
  - If you are using a desktop computer or laptop, select a photo already saved on your device
3. Complete the **fields**. If you are not able to complete the observation at this time, click or tap **Save** to close the window.

Field	Description
Date	The date the observed behavior or action takes place
Observer Type	The role of the person who observed the behavior or action
Observer	The person who observed the behavior or action
Classroom	The classroom assigned to the observed participant(s)
Measures	Select one or more measures related to the observation
Child	Used to associate the observation to one or more participants
Notes	Notes related to the observation
Attachments	Photos, videos or other files used to support the observation

4. Click or tap **Save**.

# Video

To add a video to an observation in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Add Observations**.
2. Click or tap **Video**.
  - If you are using a mobile device, record the behavior or action you want to document
  - If you are using a desktop computer or laptop, select a video already saved on your device
3. ChildPlus Mobile displays a preview of the video in a new window. Click or tap **Save**.
4. Complete the **fields**. If you are not able to complete the observation at this time, click or tap **Save** to close the window.

Field	Description
Date	The date the observed behavior or action takes place
Observer Type	The role of the person who observed the behavior or action
Observer	The person who observed the behavior or action
Classroom	The classroom assigned to the observed participant(s)
Measures	Select one or more measures related to the observation
Child	Used to associate the observation to one or more participants
Notes	Notes related to the observation
Attachments	Photos, videos or other files used to support the observation

5. Click or tap **Save**.

# File | Gallery | Camera Roll

To add a file to an observation in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Add Observations**.
2. Click or tap **File**.
3. Select a file saved on your device.
4. Complete the **fields**. If you are not able to complete the observation at this time, click or tap **Save** to close the window.

Field	Description
Date	The date the observed behavior or action takes place
Observer Type	The role of the person who observed the behavior or action
Observer	The person who observed the behavior or action
Classroom	The classroom assigned to the observed participant(s)
Measures	Select one or more measures related to the observation
Child	Used to associate the observation to one or more participants
Notes	Notes related to the observation
Attachments	Photos, videos or other files used to support the observation

5. Click or tap **Save**.

# Edit/View Observations

The **Edit/View Observations** window can be used to generate a list of all saved observations, regardless of the level of completeness. By default, ChildPlus Mobile displays observations without tagged participants or measures and observations without notes.

## Filter Observations

To filter observations in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Edit/View Observations**.
2. Click or tap **Filter**.
3. Click or tap each [option](#) to define the filter.

Filter	Description
Location	Filter observations by site and classroom
Completeness	Display only observations that include or do not include participants, associated measures or notes
Date	Filter observations by a specific date, date range or display all observations regardless of date
Measure	Display observations related to a specific measure
Observer	Select to view observations entered by a specific observer
Parent/Guardian Observations	Select to view observations made by parents/guardians
Type	Filter to show by type or observations without attachments

4. Click or tap **Apply Filter**. ChildPlus Mobile displays the words **List is Filtered** above the first observation.



To display all observations, click or tap **Remove Filter**.

# Edit an Observation

To edit an observation in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Edit/View Observations.**
2. Click or tap **Edit.**
3. Complete the **fields.**

Field	Description
Date	The date the observed behavior or action takes place
Observer Type	The role of the person who observed the behavior or action
Observer	The person who observed the behavior or action
Classroom	The classroom assigned to the observed participant(s)
Measures	Select one or more measures related to the observation
Child	Used to associate the observation to one or more participants
Notes	Notes related to the observation
Attachments	Photos, videos or other files used to support the observation

4. Click or tap **Save.**



Changing the classroom will remove any participants currently associated with the observation. You will need to enter the observation for each location if the observed behavior or action applies to participants from multiple classrooms.

# Delete an Observation

To delete an observation in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Edit/View Observations.**
2. Click or tap **Edit** on the observation you want to delete.
3. Click or tap **Delete.**
4. Click or tap **Delete** to confirm that you want to delete the record.



Deleted observations may still display in the **Data History Log** but will no longer display in the participant's records or on reports.

# Portfolios and Ratings

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The **Ratings** section contains the **DRDP Assessment** and can be used to view relevant observations. Rate a participant by selecting the appropriate developmental level for each measure. Definitions, descriptors and examples are included for additional guidance.

ChildPlus Mobile helps you maintain an electronic **Portfolio** by displaying all of the observations for an individual participant in one place. Use observations to describe observed behaviors and actions, record participant statements and attach work samples.

# Ratings

Use **Ratings** to edit and update the **DRDP Assessment** for each participant. When you select a participant from the **Participant List**, ChildPlus Mobile displays the **Ratings** window by default. The name of the next assessment due is determined by your agency's setup and displays below the participant's name and enrollment details.

## Rate a Participant

To rate a participant in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings**.
2. Click or tap one of the following:
  - **Rate**: ChildPlus Mobile displays **Rate** if the participant's record has not been previously opened
  - **Edit**: ChildPlus Mobile displays **Edit** if the participant's record has been previously opened

The domains and measures that ChildPlus Mobile displays are based on the type of view defaulted in your agency's setup.




ChildPlus administrators can configure the default view in **ChildPlus Desktop >> Setup >> Module Setup >> DRDP Assessment >> School Year-Specific Settings >> [Define Rating Schedules](#)**.



See [DRDP \(2015\) Preschool Fundamental View](#) to learn more about DRDP views.

3. Click or tap the media icon. ChildPlus Mobile opens a new window that you can use to view the following:
  - Details and examples specific to that measure
  - Number of observations associated with the current record and measure
4. To rate a participant in either the single measure or **Ratings** window, click or tap the abbreviation of the developmental level in the appropriate column. ChildPlus Mobile changes the color of the rating from gray to blue when it is successfully applied. If your agency recommends or requires a minimum number of observations prior to rating and you have not yet met the minimum, ChildPlus Mobile will display a message and you may not be able to rate.










Kevin Arnold    
 Male DOB: 1/18/16 4y 7m CPID: 235071   
 Enrolled 8/14/20 (5d) • Head Start Current • Little Beginnings Childcare • Faith House Center • Classroom A





Ratings ▾ Fall 2020 ▾

Ratings due in 73 days on 10/31/20   
 97% of measures rated (38/39)   
 63% of observations completed (49/78)

**Approaches to Learning—Self-Regulation (ATL-REG)**

	Media icon	Responding		Exploring			Building			Integrating	Not Yet	Emerging	Unable to Rate
		Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later				
1. Attention Maintenance		RE	RL	EE	EL	BE						UR	
2. Self-Comforting		RE	RL	EE	EL	BE						UR	
3. Imitation		RE	RL	EE	EL	BE						UR	
4. Curiosity and Initiative in Learning		RE	RL	EE	EL	BE	BM	BL	IE		Emerging	UR	
5. Self-Control of Feelings and Behavior		RE	RL	EE	EL	BE	BM	BL	IE		Emerging	UR	
6. Engagement and Persistence				EE	EL	BE	BM	BL	IE	NY	Emerging	UR	
7. Shared Use of Space and Materials				EE	EL	BE	BM	BL	IE	NY	Emerging	UR	

**Social and Emotional Development (SED)**

1. Identity of Self in Relation to Others		RE	RL	EE	EL	BE	BM	BL	IE		Emerging	UR
2. Social and Emotional Understanding		RE	RL	EE	EL	BE	BM	BL	IE		Emerging	UR
3. Relationships and Social Interactions with Familiar Adults		RE	RL	EE	EL	BE	BM	BL	IE		Emerging	UR
4. Relationships and Social Interactions with Peers		RE	RL	EE	EL	BE	BM	BL	IE		Emerging	UR

Kevin Arnold • Fall 2020

**Attention Maintenance (ATL-REG 1)**   
 Child develops the capacity to pay attention to people, things, or the environment when interacting with others or exploring play materials


Responding Earlier	Responding Later	Exploring Earlier	Exploring Middle	Exploring Later	Building Earlier	Building Middle	Building Later	Integrating Earlier
RE	RL	EE		EL	BE			
Attends or responds briefly to people, things, or sounds from one person or thing to another	Shifts attention frequently from one person or thing to another	Maintains attention, on own or with adult support, during brief activities		Maintains attention, with adult support, during activities that last for extended periods of time	Maintains attention on own during activities that last for extended periods of time			

Show Examples   
 Click or tap to see examples

NY Child is not yet at the earliest developmental level on this measure   
 Emerging Child is emerging to the next developmental level   
 UR Unable to rate this measure due to extended absence

Related Observations (1)

8/27/20   
 Classroom: Classroom A Observer: Abner, Jina Assessment: Fall 2020 Measures: ATL-REG 1   
 The child worked in the block area for 10 minutes, he was focused on building a tower.

Photo   


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- Return to this window as often as needed to continue rating measures.
- Once all measures are rated, click or tap **Finalize Ratings** to save and lock the record.



ChildPlus Mobile displays earlier measures for participants with an IEP or IFSP. To rate earlier measures for participants without an IEP or IFSP, click or tap **Show Earlier Developmental Measures**.

## Edit Assessment Details

The **Edit Assessment Details** window displays due dates and statistics for the assessment along with data used to complete the **DRDP Information Page**. Data collected here can include:

- Participant information
- Observer information
- Participant's language information
- Program information

To edit a participant's assessment details in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings**.
2. Click or tap **More**.
3. Select **Edit Assessment Details**.
4. Complete the fields.
5. Click or tap **Save**.

## Adjust Due Dates

Due dates are based on your agency's setup. Use this option to alter the due date for an individual participant as needed. Adjusted due dates can be based on:

- Any specific date
- A certain number of days since the last assessment was completed

To adjust a participant's due dates in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings**.
2. Click or tap **More**.
3. Select **Adjust Due Dates**.
4. Complete the fields.
5. Click or tap **Save**.

## Add New Assessment

Use this option to add an additional assessment for the same period. This is ideal when a participant transitions and your program wants to complete a separate assessment for each class attended by the participant.

To add a new assessment for a participant in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings**.
2. Click or tap **More**.
3. Select **Add New Assessment**.
4. Select an assessment period.
5. Click or tap **Save**.

## Change the DRDP View

Your agency's setup determines the types of DRDP views available for use. Agencies using multiple views can select one as the default. Use this option to change from the default view to another available view. You can also use this window to display earlier developmental measures.

To add a new assessment for a participant in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings**.
2. Click or tap **More**.
3. Select **Change the DRDP View**.
4. Select a view.
5. Click or tap **Save**.

## Elect Not to Rate

Use this option if you determine that there is not enough evidence to rate the participant for any of the measures. If you use **Elect Not to Rate**, be sure to select a reason. ChildPlus Mobile provides **Chronic Absence** as a reason, but other options may be added by your ChildPlus administrator.

To elect not to rate a participant in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings**.
2. Click or tap **More**.
3. Select **Elect Not to Rate**.
4. Select the reason why you elected not to rate the participant.
5. Use the **Notes** field to document any additional details.
6. Click or tap **Save**.

## Finalize Ratings

When all measures are rated, use this option to save and lock the rating record. Once finalized, ratings cannot be changed and associated observations cannot be accessed from this window.



All measure must be rated before an assessment can be finalized. If you attempt to finalize an assessment before all measures are rated, ChildPlus Mobile will display a message.

To finalize a participant's ratings in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings**.
2. Click or tap **More**.
3. Select **Finalize Ratings**. ChildPlus Mobile will display the finalized date and your user name above the list of measures.
4. Click or tap **Save**.

## Unfinalize Ratings

ChildPlus users with the appropriate security privileges can unfinalze rating records.

To unfinalze a rating record in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings.**
2. Click or tap **More.**
3. Select **Unfinalize Ratings.**

## Delete Rating Record

Use this option to permanently delete a rating record.

To delete a participant's rating record in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings.**
2. Click or tap **More.**
3. Select **Delete Rating Record.**
4. Enter **Delete** to confirm that you want to delete the rating record.
5. Click or tap **Delete.**

## DRDP Instructions

Select this option to view instructions for completing the DRDP Assessment.

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Ratings.**
2. Click or tap **More.**
3. Select **DRDP Instructions.** ChildPlus Mobile will open the [DRDP \(2015\) Preschool Fundamental View for use with preschool-age children](#) document.

# Portfolio

The **Portfolio** provides a way to access all of the observations for an individual participant. When you add an observation through the **Portfolio**, ChildPlus Mobile populates the current **Date**, **Observer Type**, **Observer**, **Classroom**, and **Child** fields. **Observer Type**, **Observer** and **Classroom** fields are based on the user logged in. The **Child** field is based on the participant whose record you are editing.

To add an observation through the **Portfolio** in ChildPlus Mobile:

1. Go to **ChildPlus Mobile >> DRDP Assessment >> Portfolios and Ratings >> Portfolio**.
2. Click or tap **Add Observation**.
3. Complete the **fields**. If you are not able to complete the observation at this time, click or tap **Save** to close the window.

Field	Description
Date	The date the observed behavior or action takes place
Observer Type	The role of the person who observed the behavior or action
Observer	The person who observed the behavior or action
Classroom	The classroom assigned to the observed participant(s)
Measures	Select one or more measures related to the observation
Child	Used to associate the observation to one or more participants
Notes	Notes related to the observation
Attachments	Photos, videos or other files used to support the observation

4. Click or tap **Save**.



You will need to enter the observation for each location if the observed behavior or action applies to participants from multiple classrooms.