***Username / Password****: Request via to Stacey Parent to create. There is a username / password, email retrieval system within the site.* ***Log in - Site*** *is your Coach OR Child Care Support Coordinator (CCSC).* ***Group*** *is your Center / Teacher names.*

***I PAD friendly***

***Pop up Blocker:*** *Allow pop ups from this site. Turn off pop up blockers to view and save Strategies Reports.*

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

***Child’s status in program changing:*** *Email Stacey Parent to archive or transfer child.*

**Create a new child record: *REMEMBER - SUBMIT TO SAVE! (If child transferred from within the program, be sure child is not already entered within e deca. There e deca plans should be in child’s file.)***

* Go to e-deca manage tab – manage children – create a new child record.
* Child information to be entered (\*) is required information.
* **Site:** (Coach or CCSC name) **Group:** (Center / Teacher names).
* **Entering Parent information: Click “Contacts”** Enter parent information, prior to completing e-deca.
* Only enter parent name – mother / father. We won’t do phone/email.
* **Printing Pdf DECA for parents**: **Input Ratings or help tab -** Scroll to DECA: **Deca-P2** (36 mos-6 yrs) or **Deca-C; (Clinical DECA -** You need Stacey Parent or a Mental Health Consultant for DECA –C.)
* After parents complete their DECA, Teacher manually enters it online.
* **Child’s enrollment status changes:** Email Stacey Parent to change.

**How to Input Ratings: *REMEMBER - SUBMIT TO SAVE!***

* **Site:** (Coach or CCSC name) **Group:** (Site name & Teacher).
* Child – scroll down & click a specific child’s name. (Child must have been entered.)
* **Select** – **Deca-P2** (36 mos-6 yrs) or **Deca-C (need mh consultant support for Deca-C);** Click **Rating Period**: **Pre -** 1st DECA/ **Mid –** 2nd / **Post** - last. **Other** -If you think more than 3 will be completed.
* *Attempt to answer all questions. 2 questions total may be unanswered in different scales.*
* ***New Contact button:***  Click if you need to enter parent information.
* Teacher/parents may repeat *DECA* approximately every 2 months to review progress and revisit goals.

**Individual child assessments Reports: *REMEMBER - SUBMIT TO SAVE!***

* “Select Ratings/Reports” - See site (Coach or CCSC name) / Group – (Site name & Teacher.)
* Child name – scroll down or search after DECA is completed.
* Click view all ratings – Assessment: Deca P-2 – verify correct child is chosen (You can edit ratings/info.)
* See scores – S = Strength T = Typical N = Area of Need
* **Click *Strategies -*** *DECA* & *Conscious Discipline* recommendations are for *each Protective Factor.*
* **Strategies Selector:**  With family, decide which strategies/goals ***‘boxes to click on.’*** - If a MH Consultant is involved for home/school, they should be involved in choosing strategies. Scores will be saved, but chosen strategies will not. ***YOU MUST SAVE TO COMPUTER AND PRINT*** *for file.*
* **Reports:** Can be generated after strategies are selected. **Click:** Select Report / Assessment / Report Type / Select a Rating. **View Ratings/Reports:** Different options available after 2nd assessment. - See User Manual pg. 9-11.
* **Print all Assessments & Ratings/Strategies Reports as a pdf copy:** Place in child’s file.
* Completed DECAs: Email Michelle Karns, Coach or CCSC assessment scores – (Strength/Typical/Need).