***Username / Password****: Request from Stacey Parent to create. There is a username / password, email retrieval system.* ***Log in - Site*** *is your Coach OR Child Care Support Coordinator (CCSC).* ***Group*** *is your Center / Teacher names.* ***I PAD friendly; Pop up Blocker:***  *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, request the child to be moved under current staff. Place the deca Strategies/Goals 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).
* **Parent/Guardian information: Click “Contacts”** Enter parent/guardian prior to completing e-deca.
* Only enter parent/guardian name. You don’t have to enter the phone/email.
* **Printing Pdf DECA for parents/guardians**: **Input Ratings or help tab -** Scroll to DECA: **Deca-P2** (36 mos-6 yrs) or **Deca-C; (Clinical DECA – For children 2-5 who have experienced trauma and/or are having big challenges).**
* After parents/guardian complete their DECA, the Teacher manually enters it online.
* **Child enrollment status changes:** Email Stacey Parent to archive or transfer children.

**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 Clinica Deca (*A Mental Health Referral is recommended for child/family when a Deca-C is completed. Deca-C is best choice if there has or is trauma experiences and/or if behaviors are very atypica*l).**
* **Teacher completes an e deca or Deca-C after observing child in person for 4 weeks; Family completes an e deca or Clinical if they have been with their child for 4 weeks.**
* **Rating Period**: Begins over each school year as **Pre -** 1st e deca completed regardless of time of year; **Mid –** 2nd completed. Complete OTHER after Mid BEFORE Post; **Post** – last completed. *Attempt to answer all questions. 2 questions may be unanswered in different scales.*
* ***New Contact button:***  Click if you need to enter parent information.
* Teacher/parent/guardians should complete a new Deca-P2 or Deca-C approximately every 2 months to review progress, strategies and 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 or Deca C; verify correct child (You can edit ratings/info.)
* See scores – S = Strength T = Typical N = Area of Need
* **Exit out of child and then back in; click child rating list & 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, but deca is designed for Teachers to support the e deca process and strategies. Scores will be saved, the but chosen strategies will not. ***YOU MUST SAVE TO COMPUTER AND PRINT*** *for file.*
* **Reports:** Generate after strategies are selected. **Click:** Select Report / Assessment / Report Type / Select a Rating. **View Ratings/Reports: Reports have colored visual graphs for easy interpretation.** Different options available after 2nd assessment. - See User Manual in HELP tab, pg. 9-11.
* **Print all Assessments & Ratings/Selected Strategy Reports as a pdf copy:** Place in child’s file.
* **Completed DECAs**: Coach or CCSC emails Michelle Karns the single rating report and attaches in mh tab.