# Desired Results System
## Desired Results Developmental Profile (DRDP) Self-Study Checklist for Classroom/Family Child Care Home Network Staff

| Program Start | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 |
|---|---|---|---|---|---|
| □ Begin to record observations, anecdotal records, photos, and documentation to complete the DRDP<br>□ Set up children's portfolio system for organizing observations, work samples and other forms of evidence and documentation<br>□ Complete the first DRDP on each child within 60 days of enrollment<br>□ Complete annual Environment Rating Scale for classroom or Family Child Care home | □ Complete Child's Developmental Progress form<br>□ Conduct parent conferences<br>□ Compile DRDP Group Data Summary by classroom/ FCC home<br>□ Analyze DRDP data to inform individual, classroom, and group planning | □ Continue to gather evidence and documentation<br>□ Implement ERS actions steps.<br>□ Use results to inform individual, classroom, and group planning | □ Continue to gather evidence and documentation<br>□ Use results to inform individual, classroom, and group planning | □ Continue to gather evidence and documentation<br>□ Use results to inform individual, classroom, and group planning |

| Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 |
|---|---|---|---|---|---|
| □ Continue to gather evidence and documentation<br>□ Use results to inform individual, classroom, and group planning | □ Review and Reflect upon gathered evidence and documentation and complete 2nd DRDP six months after completion of first DRDP<br>□ Use results to inform individual, classroom, and group planning | □ Complete Child's Developmental Progress form<br>□ Conduct Parent conferences<br>□ Compile DRDP (Group Data Summary by classroom/ FCC home<br>□ Use results to inform individual, classroom, and group planning | □ Continue to gather observations, anecdotal records, and documentation<br>□ Use results to inform individual, classroom, and group planning | □ Continue to gather observations, anecdotal records, and documentation<br>□ Use results to inform individual, classroom, and group planning | □ Continue to gather observations, anecdotal records, and documentation<br>□ Use results to inform individual, classroom, and group planning |

Visit http://www.desiredresults.us for all forms, resources, and updated information on the Desired Results system.

Desired Results Developmental Profiles are available in English, Spanish and Chinese; Parent Surveys and Child Development Progress forms are available in English, Spanish, Vietnamese, and Mandarin Chinese.

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### Suggestions for Completing the DRDP

‣ Know the DRDP contents and make observation notes that will help to complete more than one measure.

‣ Observe children daily (indoors and outdoors), keep running records, journals, work samples, and anecdotal notes.

‣ Choose a domain to focus on, look for integrated learning opportunities.

‣ Use time management and review your evidence before the due date of the assessment.

‣ Use simple recording methods. Use a journal for each child. Encourage staff and parents to note observations, anecdotal records, and share photos showing children's progress and growth.

‣ Review and reflect on gathered observations and documentation to inform and complete the DRDP.

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## Desired Results System
## Desired Results Developmental Profile (DRDP) Self-Study Checklist for Program/ Agency Administration

| Program Start | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 |
|---|---|---|---|---|---|
| □ Train and support staff in the collection of evidence and documentation to complete the DRDP. Ensure each child has a completed DRDP within 60 days of enrollment<br>□ **Create DRDPtech account or re-enroll children into new rating period in current account**<br>□ Train and support staff in set up, review, reflection of children's collected evidence and documentation<br>□ *Complete Environment Rating Scale for each classroom or Family Child Care home once annually* | □ Compile DRDP Group Data Summary for all classrooms /FCC homes by contract<br>□ Complete ERS score Profile by classroom/FCC home<br>□ Complete ERS Summary of Findings by classroom/FCC home | □ Distribute Parent Surveys<br>□ Complete ERS Summary of Findings for each contract<br>□ Implement DRDP Summary of Findings action steps<br>□ Begin Agency CPM/CMR Self-Evaluation | □ Compile Group Data Summary for Parent Surveys<br>□ Complete Parent Survey Summary of Findings<br>□ Implement ERS actions steps | □ Implement Parent Survey Summary of Findings action steps<br>□ *Optional\* - Use Summaries of Findings to complete one-time annual Program Action Plan for each contract (\*or in May)* |

| Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 |
|---|---|---|---|---|---|
| □ Ensure each child has a second completed DRDP six months after the first completion<br>□ Ongoing implementation of action steps<br>□ *Optional\* Implement Program Action Plan (\*If Program Action Plan was completed previous month)* | □ Implement ongoing action steps<br>□ *Optional\* Distribute second Parent Survey*<br>□ *Optional\* Compile Group Data Summary for 2nd Parent Survey* | □ Compile 2nd DRDP Group Data Summary by classrooms /FCC homes<br>□ Complete Agency CPM/CMR Summary of Findings for each contract<br>□ Use Summaries of Findings to complete annual Program Action Plan for each contract | □ *Optional\* -Use Summaries of Findings to complete follow up on Program Action Plan for each contract (\*If Program Action Plan completed in month 6)*<br>□ Complete Agency Annual Report for each contract | **Submit June 1 to EESD for each contract:**<br>□ Agency Annual Report<br>□ Agency CPM/CMR Summary of Findings<br>□ Program Action Plan<br>□ Environment Rating Scale Summary of Findings<br>□ Personnel Roster | □ Ongoing implementation of action steps and Program Action Plan |

*\* Items marked with Optional\* and in italicized text can be completed at several optional times during the year.*

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### Tips on Training Staff on the Desired Results System

‣ Acknowledge and validate program staff's hesitancy and resistance to change. Help them effectively learn how to use the DR tools to improve the quality of care in your program.

‣ Provide training time for staff to practice observing children's activities and interactions, writing objective anecdotal notes, and reflecting on their observations for rating the DRDP. Use the free online training systems.

‣ Share that the Desired Results assessment tools are designed to reveal "snapshots" of each child, classroom, and the entire program to adjust and inform instruction to move children forward to meet Desired Results. Each tool identifies unique strengths and areas of improvement.

‣ Complete the DRDP two times annually. Effective education and care professionals are already observing, gathering evidence and documentation to demonstrate children's knowledge and skills.

‣ Post information about DRDP measures, and developmental domains around classrooms or in staff meeting rooms so that the staff can become familiar with them, at a glance and over time.