

Instructions For Desired Results Developmental Profile Summary of Findings (CD 4001B) For The Classroom and Family Child Care Home Level

A critical step toward supporting children's learning and developmental progress is for teachers to complete a Desired Results Developmental Profile (DRDP) for each child in the classroom or family child care home. Teachers should refer to the individual developmental profiles and the summary of all the developmental profiles for the classroom or home setting, as a guide for ongoing planning.

To help ensure DRDP data is linked to ongoing classroom or group planning for children, the DRDP Summary of Findings (CD 4001B) form has been developed as a resource. The DRDP Summary of Findings is a recommended form to assist teachers and providers in the planning process. Regardless of whether this resource is used or the program develops their own form, the written process must be completed and include all information detailed below, to ensure activity plans reflect the results of classroom or family child care home DRDP data.

The CD 4001B form includes Key Finding(s), Action Steps, Expected Completion Date and/or Ongoing Implementation and Persons Responsible, and Follow-Up and Reflection. The first three sections of this form are completed after the first 60-day assessment period. The Follow-Up section should be completed periodically, with Reflections recorded after the six-month follow-up assessment period to document progress of the Key Finding(s).

Top Section of CD 4001B Form

- Complete the Contractor Name. Identify the Contract Type, and/or Family Child Care Home Education Network (FCCHEN), and Age Group. The contract type may be California State Preschool Program (CSPP), California Center-based (CCTR), California Severely Handicapped (CHAN), Family Child Care Home (CFCC), or California Migrant (CMIG).
- Record the Planning Date. This is the date the first three sections of the form are completed. Identify the Lead Planner's Name and Position. This is the teacher completing the CD 4001B form.
- Record the Follow-up Date(s). These dates indicate when the Action Steps have been reviewed during the following six months. The Follow-up Date will also indicate when reflections are recorded (see Follow-up and Reflection below).

Key Findings from Developmental Profiles – Ask: Where are we now?

- Summarize and review the results of the DRDPs after the first 60-day assessment period. Sample tally sheet forms and excel spreadsheets can be found at the Desired Results Web page at <https://www.desiredresults.us>.

- Identify trends or patterns in the childrens' development (key findings) at the domain level based on individual information that has been summarized to create a group summary of data.

Action Steps Implementation – Ask: Where do we want to go?

- Develop and write attainable Action Steps to improve the key finding(s).
- Action Steps should include new approaches, modifications, and/or changes to:
 - Planned learning opportunities, indoors and outdoors
 - Interactions and strategies to support the development of the key findings
 - The environment and materials
 - Strategies that help families engage in supporting the development of their child
- The following are resources for teachers and providers when developing Action Steps:
 - *California Infant/Toddler Curriculum Framework* at <http://www.cde.ca.gov/sp/cd/re/documents/itcurriculumframework.pdf>
 - *California Preschool Curriculum Framework, Volumes 1-2* at <http://www.cde.ca.gov/sp/cd/re/psframework.asp>
 - *Guidelines for Early Learning in Child Care Home Settings* at <http://www.cde.ca.gov/sp/cd/re/documents/elguidelineshome.pdf>

Expected Completion Date and/or Ongoing Implementation and Persons Responsible – Ask: How do we get there?

- Enter the date when the Action Steps will be completed.
- Enter “Ongoing” when the Action Step implementation will continue throughout the year.
- Identify the key person(s) who will be responsible for each Action Step.

Follow-Up and Reflection – Ask: By when?

- Periodically review the status of all the Action Steps, completion dates, persons responsible, and follow-up.
- Record modifications or changes needed to complete the Action Steps, and expected completion dates.
- After the six-month follow-up assessment period, tally and review the results of the DRDPs. Reflect on the results and record progress or changes made to the key finding(s), including data.