| Department: Mental Health | Procedure Approval Date: 2/2023 | Procedure Number: 2600 |
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| Regulation Number: 1302.33 1302.45 1302.46 | Regulation Topic: Child Mental Health | Procedure Title: Required Devereaux Early Childhood Assessments |

# Procedure:

To support the implementation of the Devereaux Early Childhood Assessment (DECA) required by MARC Head Start Policy 2600, MARC Head Start will:

- Review direct service providers' policies and procedures related to DECA.
- Obtain, or support direct service providers in obtaining licenses for E-DECA, the online system for entering social and emotional screenings and assessments.
- Offer, or support direct service providers in offering training and technical assistance for E-DECA.
- Enter, or monitor the entry of DECA screenings and assessment information into ChildPlus and E-DECA.
- Support the planning process of direct service providers. Run grantee wide E-DECA reports for both pre- and post-assessment. Analyze data to inform continuous program improvement planning at the grantee level.
- Parent DECA's do not have to be done each year. Only required once as the initial 45 day social and emotional screening.
- For parent completed DECAs, please enter the rating period as "pre" and completed by parent. You will need to make sure parent or guardian's name is entered as a contact with the child's DECA record.
- New children who enter the program after January 1, will only need a parent DECA and one teacher completed DECA. Teacher completed DECA can be entered when the teacher is completing DECAs during the "post" period.
- When entering children in eDECA, if you receive the message "child with same name and birthdate has already been entered" please make sure child is not in another classroom at your site. If child is not in another classroom at your site, please contact tgraves@marc.org to request duplicate child to be added to your site.

Effective Date: July 1, 2023