Department: Education	Approval Date: Policy Approved 5/12/2026	Procedure Number: 4010
Regulation Number: 1302.33(b-d) 1302.102(c)(2)(ii) 641A(b)(1-3) 642(f)(5) MARC HS Policy 4010	Regulation Topic: Education and Child Development	Procedure Title: Ongoing Child Assessment and Outcomes

Procedures:

In support of implementation of Desired Results Developmental Profile® (DRDP 2025) early childhood assessment system required by MARC Head Start Policy 4010; MARC Head Start will:

- Review direct service providers' policies and procedures for ongoing child assessment and provide feedback.
- Provide 2-day training on DRDP.
- Acquire DRDP manuals and DRDP mini measures and distribute them to direct service providers.
- Update selection of *MARC DRDP Conditional Measures for Preschool* (Form 4010a) as needed, with input from direct service providers' education managers and coordinators.
- Carry the contract for the Learning Genie® application, which will be used by direct service providers for portfolio development, rating of DRDP measures, and reporting of child outcomes data.
- Provide *MARC Guidelines for Entering Child Information in Learning Genie* (Form 4010b) to direct service providers.
- Support and monitor the implementation of DRDP for assessing children's progress toward school readiness goals, the use of the Learning Genie application, and the reporting of child outcomes data by direct service providers.
- Provide *MARC Guidelines for Developing DRDP Data Reports* (Form 4010c) to direct service providers. Review DRDP Data Reports and provide feedback.

For each Fall, Winter, and Spring DRDP Rating Period, MARC Head Start staff will:

- Work with direct service providers to establish rating period dates (Fall due date no later than November 15; Winter no later than March 1; Spring no later than June 15).
- Complete or monitor entry of rating periods, classroom or home-based educator information, and child information in Learning Genie (following current Learning Genie

instruction manuals and *MARC Guidelines for Entering Child Information in Learning Genie*).

- Provide support and oversight for collection of evidence for DRDP Key Measures in each child's portfolio.
- Provide support and oversight for the DRDP Review, Reflect, and Rate process at the end of each rating period, and the locking of child records in Learning Genie.
- Support direct service providers in running classroom- and site-level Learning Genie reports and preparing DRDP Data Reports by November 30 for Fall, March 15 for Winter, and June 30 for Spring (following the *MARC Guidelines for DRDP Data Reports*).
- Support and monitor sharing of DRDP Data reports from all direct service providers with administrators, teaching and home visiting staff, governing bodies, and MARC HS education manager. Support administrators in using child outcomes data to plan for continuous program improvement. Support teaching and home visiting staff in using child outcomes data to plan for children's continued progress.
- Run grantee-wide Learning Genie Reports and prepare child outcomes data for all children as well as by criteria such as Kindergarten readiness, age, gender, Individualized Education Plans, and dual language learners.

Adherence to the above regulations and this policy is subject to random monitoring by MARC Head Start staff.

Effective Date: July 1, 2026