Procedure:

MAHS direct service providers will implement the 2015 version of the Desired Results Developmental Profile (DRDP) assessment system. Procedures for the Fall, Winter, and Spring Rating Periods follow. The Learning Genie® application will be used for DRDP record-keeping and reporting. Child information will be entered in Learning Genie following the “MAHS Guidelines for Entering Child Information in Learning Genie.”

Fall Rating Period:
- During the Fall months, teaching and home visiting staff will collect at least one piece of evidence for each DRDP (2015) measure for each child. The documentation will be connected to DRDP measures and organized in children’s portfolios.
- Teaching and home visiting staff will engage in the DRDP Review, Reflect, and Rate process and complete Fall ratings to establish a baseline for each child. Ratings will be completed by the due date that is set by the direct service provider.
- Fall Ratings will be entered into Learning Genie and all children’s records locked by November 15.
- Learning Genie reports will be run at the individual child, classroom, site and agency levels. Data will be analyzed and plans for improvement of teaching and learning made. Direct service providers will send DRDP Data Reports to the MAHS Education Manager by November 30.

Winter Rating Period—Winter Check-In:
- During the Winter months, teaching and home visiting staff will collect as much evidence for as many DRDP (2015) measures possible for each child. Evidence will be connected to DRDP measures and organized in children’s portfolios.
- Teaching and home visiting staff will review and reflect on the evidence collected for each child, making plans for supporting the child’s further learning and development.
- Before entering Winter ratings into Learning Genie, teachers will refer to the child’s Fall ratings.
- Teachers will choose from the following options for Winter ratings, which will be completed by the due date that is set by the direct service provider:
o If no evidence has been collected yet for the measure, the Winter rating will stay the same as the Fall rating.
o If the documentation collected does not show evidence of progress, the Winter rating will stay the same as the Fall rating.
o If there is only one piece of documentation for a measure but it provides evidence that the child is emerging to a higher level, “Emerging” can be added to the Winter rating.
o If there are multiple pieces of documentation that provide evidence that the child has mastered a higher level, the Winter rating will be the higher level.

- During the Winter Check-In, teaching and home visiting staff will make plans for collection of needed evidence during the Spring months.
- Winter ratings will be entered into Learning Genie and all children’s records locked by March 1.
- Learning Genie reports will be run at the individual child, classroom, site and agency levels. Data will be analyzed and plans for improvement of teaching and learning made.
- Direct service providers will send DRDP Data Reports to the MAHS Education Manager by March 15.

**Spring Rating Period**

- During the Spring months, teaching and home visiting staff will collect additional documentation for DRDP (2015). When Winter and Spring documentation is combined, there will be multiple pieces of evidence for each measure for each child. Evidence will be connected to DRDP measures and organized in children’s portfolios.
- Teaching and home visiting staff will engage in the DRDP Review, Reflect, and Rate process. They will consider all evidence collected during the Winter and Spring months and complete the Spring ratings by the due date set by the direct service provider.
- Spring Ratings will be entered into Learning Genie and all children’s records locked by June 30.
- Learning Genie reports will be run at the individual child, classroom, site and agency levels. Data will be analyzed and plans for improvement of teaching and learning made.
- Direct service providers will send DRDP Data Reports to the MAHS Education Manager by July 15.