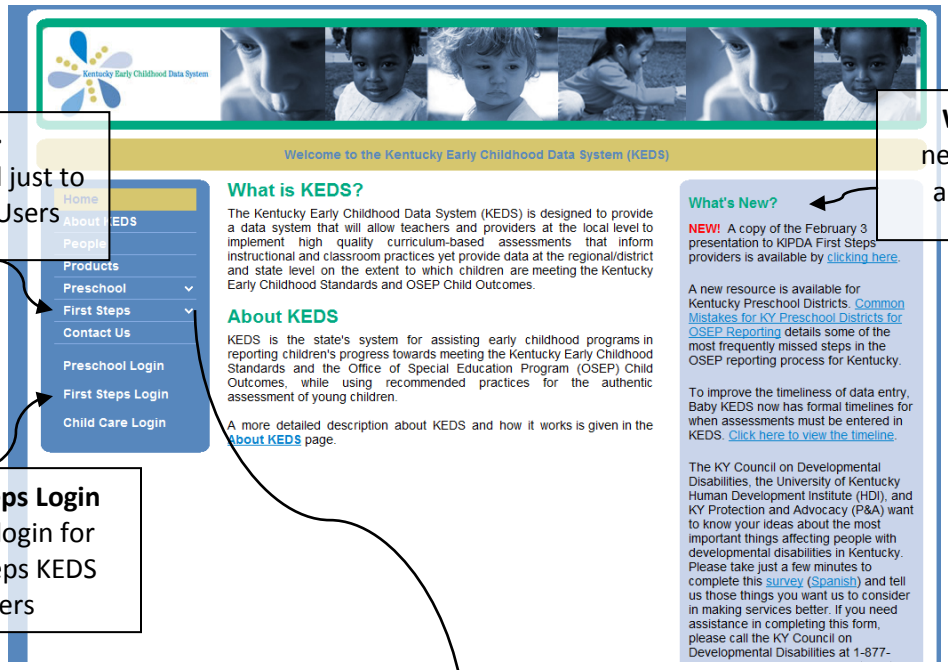
KEDS Online User Guide

Baby KEDS / First Steps / Part C | Updated February, 2010

KEDS Online Home Page



First Steps >
Resources targeted just to First Steps KEDS Users

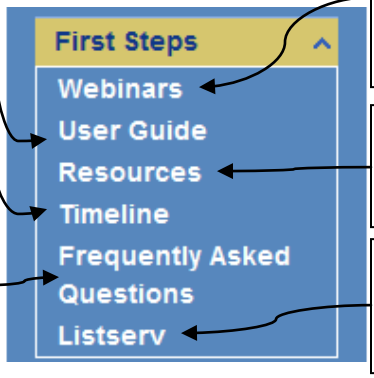
What's New
new documents and resources

First Steps Login
Secure login for First Steps KEDS Users

User Guide
This document and additional helpful docs

Timeline
For reporting

FAQ
Answers to some of the most frequently asked questions

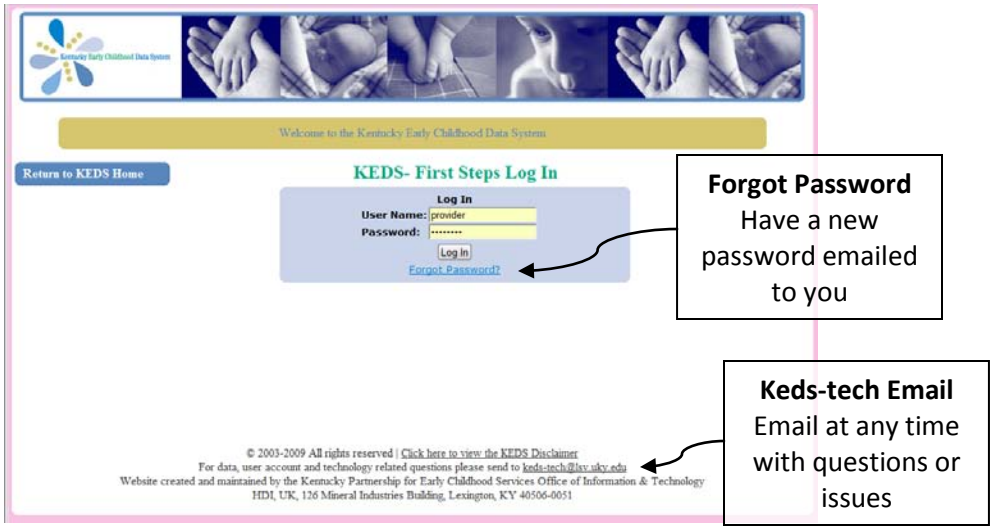


Webinars
Schedule and Registration for weekly webinars

Resources
Additional presentations, newsletters, etc.

Listserv
Email listserv to receive KEDS Updates

Login Page



POE Accounts must be established by KEDS Staff. To request a KEDS Account, email keds-tech@lsv.uky.edu.

First Steps provider accounts will be established by the POE office in your region.

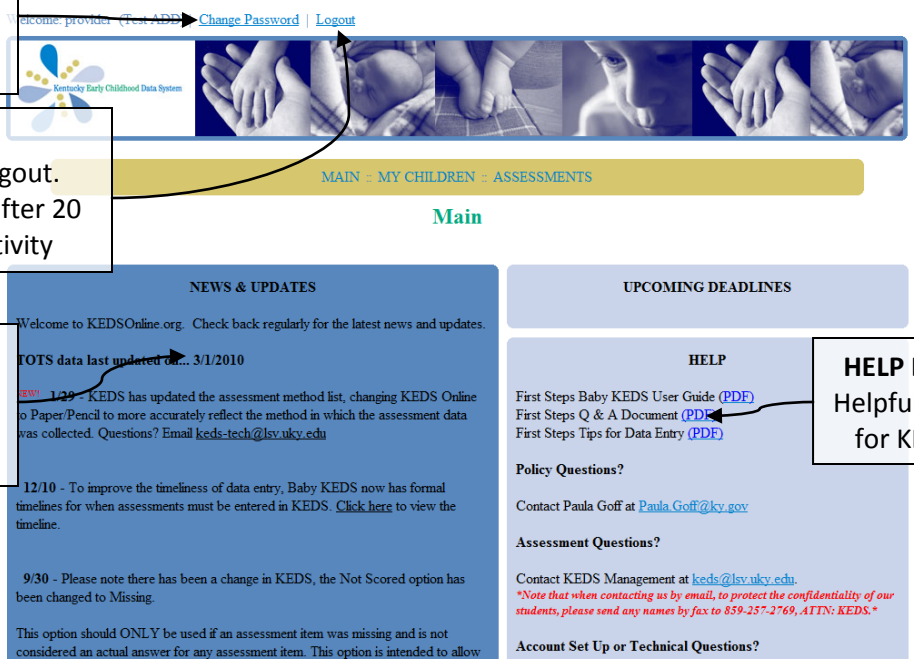
Main Screen

Change Password
Change your password at any time

Logout
Force KEDS to logout. KEDS will log out after 20 minutes of inactivity

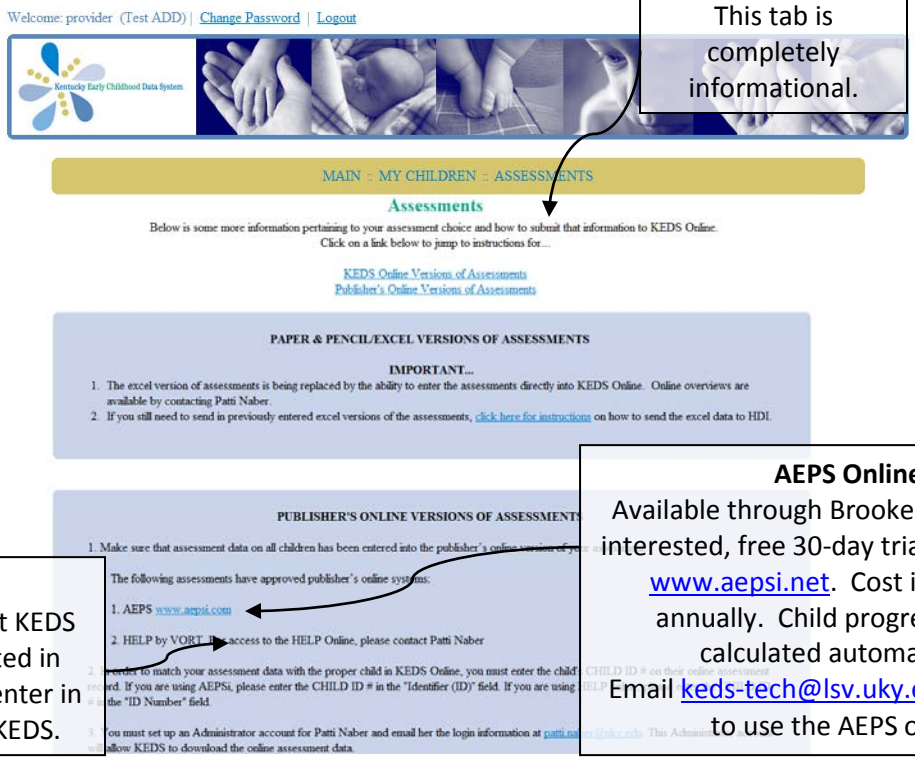
TOTS Upload Date
Date KEDS last received TOTS data.

HELP Documents
Helpful documents for KEDS Users.



Assessments Screen

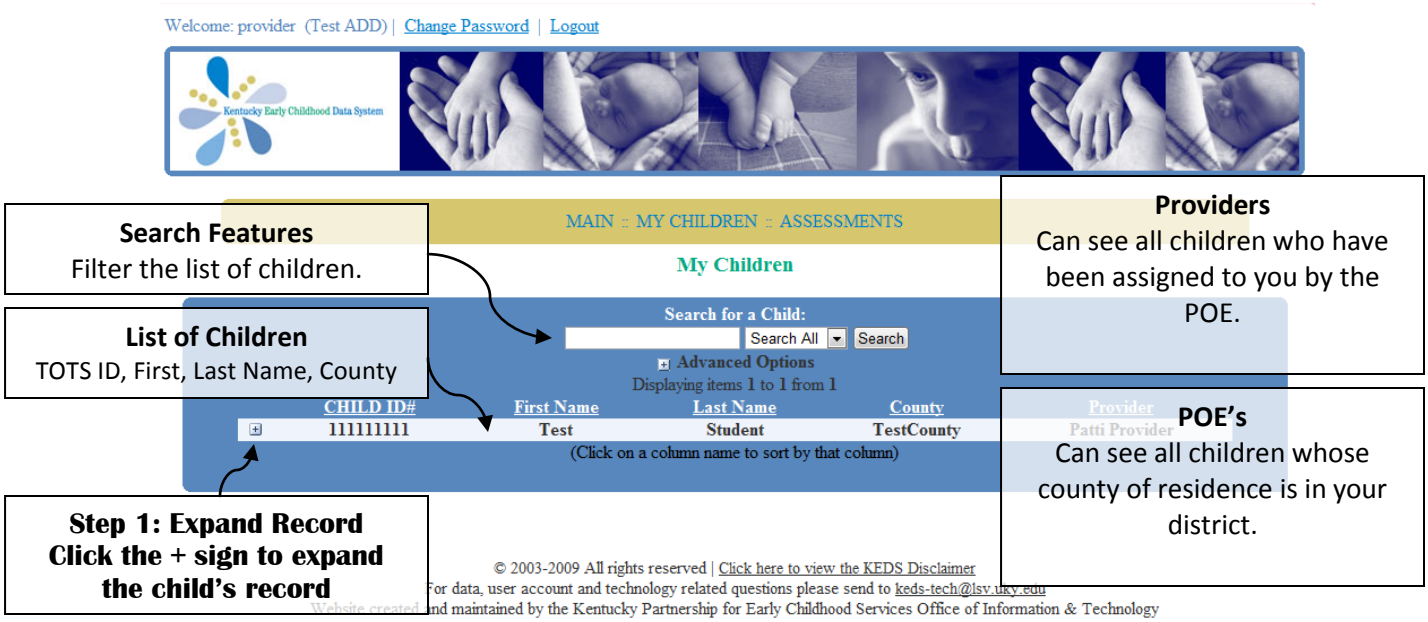
This tab is completely informational.



HELP Online
Currently not in a format KEDS can use. Users interested in using HELP online must enter in both HELP Online and KEDS.

AEPS Online
Available through Brookes Publishing. If interested, free 30-day trial is available at www.aepsi.net. Cost is $15/child annually. Child progress reports calculated automatically.
Email keds-tech@lsv.uky.edu if planning to use the AEPS online.

MY CHILDREN/ALL CHILDREN Screen



Search Features
Filter the list of children.

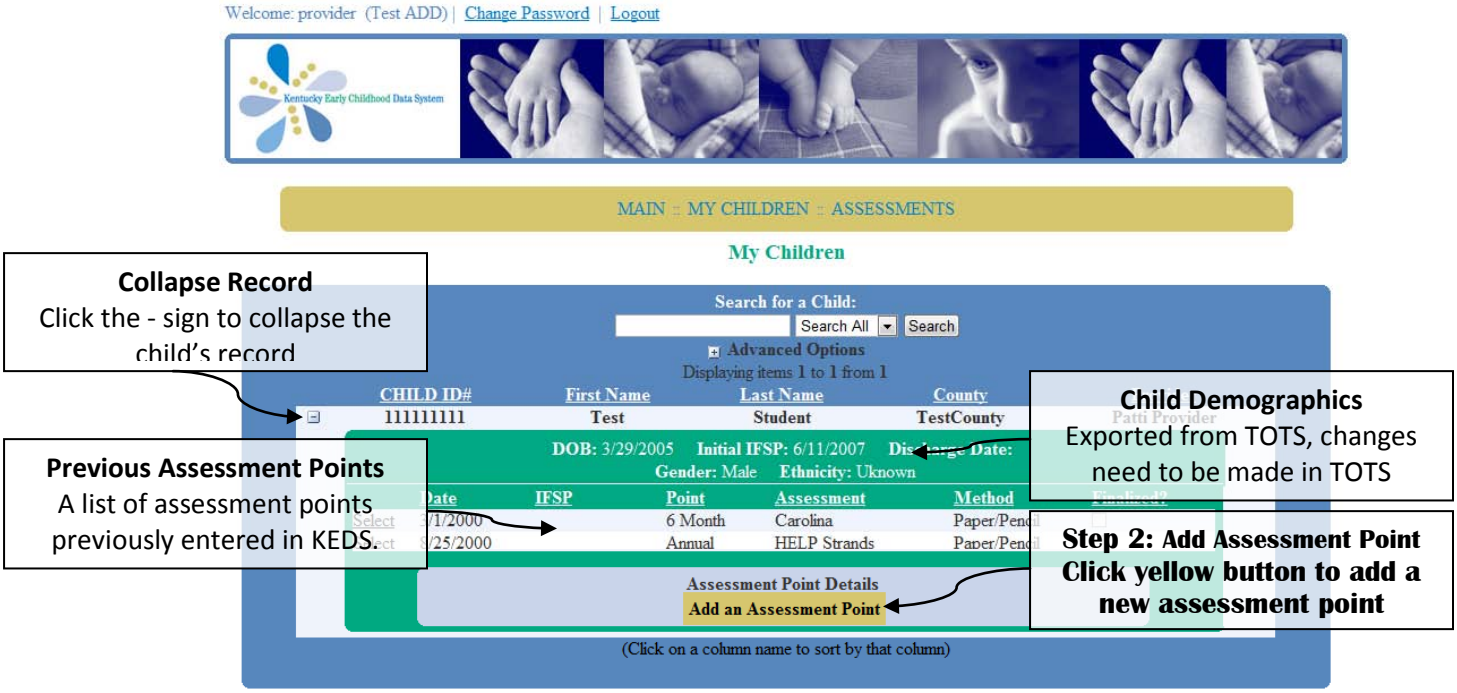
List of Children
TOTS ID, First, Last Name, County

Step 1: Expand Record
Click the + sign to expand the child's record

Providers
Can see all children who have been assigned to you by the POE.

POE's
Can see all children whose county of residence is in your district.

Expanded Child Record



Collapse Record
Click the - sign to collapse the child's record

Previous Assessment Points
A list of assessment points previously entered in KEDS.

Child Demographics
Exported from TOTS, changes need to be made in TOTS

Step 2: Add Assessment Point
Click yellow button to add a new assessment point

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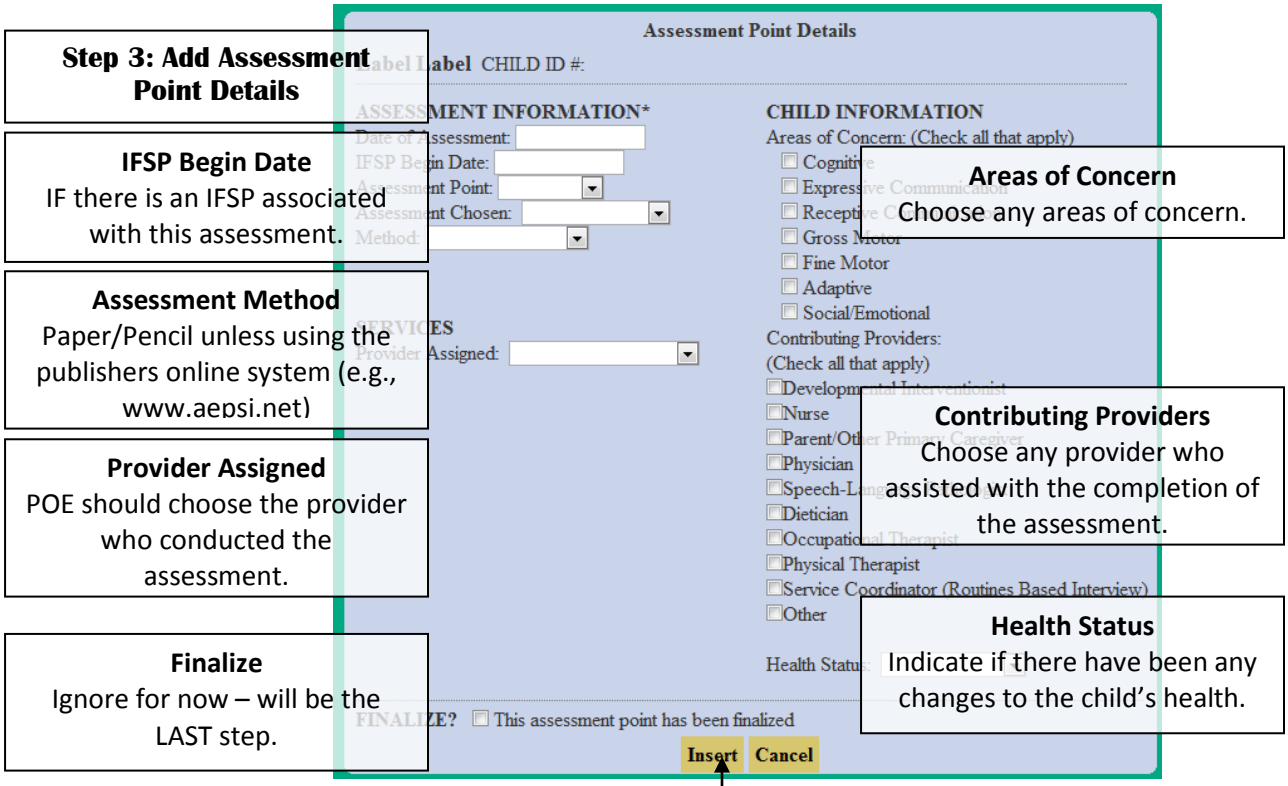
For data, user account and technology related questions please send to keds-tech@lsv.uky.edu
Website created and maintained by the Kentucky Partnership for Early Childhood Services Office of Information & Technology
HDI, UK, 126 Mineral Industries Building, Lexington, KY 40506-0051

Assessment Point Details



Step 3: Add Assessment Point Details

IFSP Begin Date
IF there is an IFSP associated with this assessment.

Assessment Method
Paper/Pencil unless using the publishers online system (e.g., www.aepsi.net)

Provider Assigned
POE should choose the provider who conducted the assessment.

Finalize
Ignore for now – will be the LAST step.

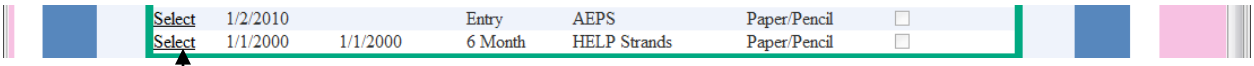
Areas of Concern
Choose any areas of concern.

Contributing Providers
Choose any provider who assisted with the completion of the assessment.

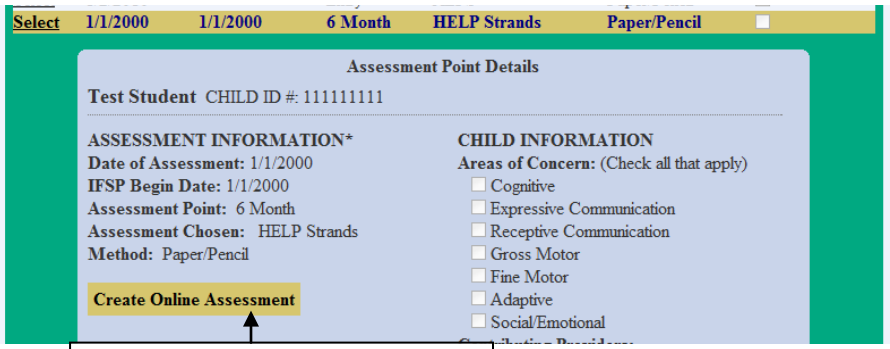
Health Status
Indicate if there have been any changes to the child's health.

Insert
Saves the assessment Point.

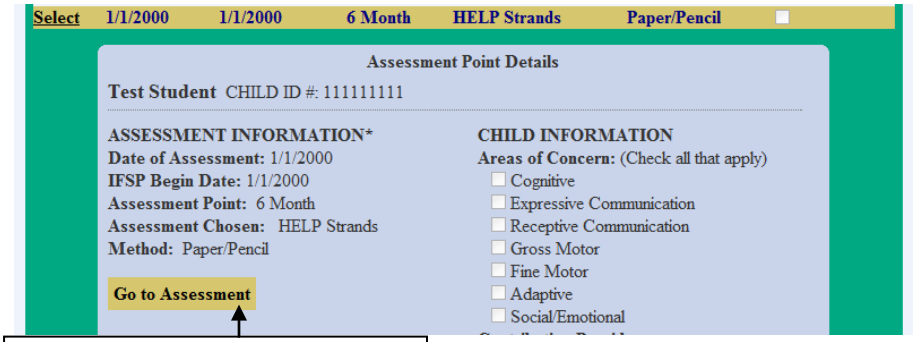
Most recent Assessment Point is added to the bottom of the assessment point list.



Step 4: Select
Select the assessment point.

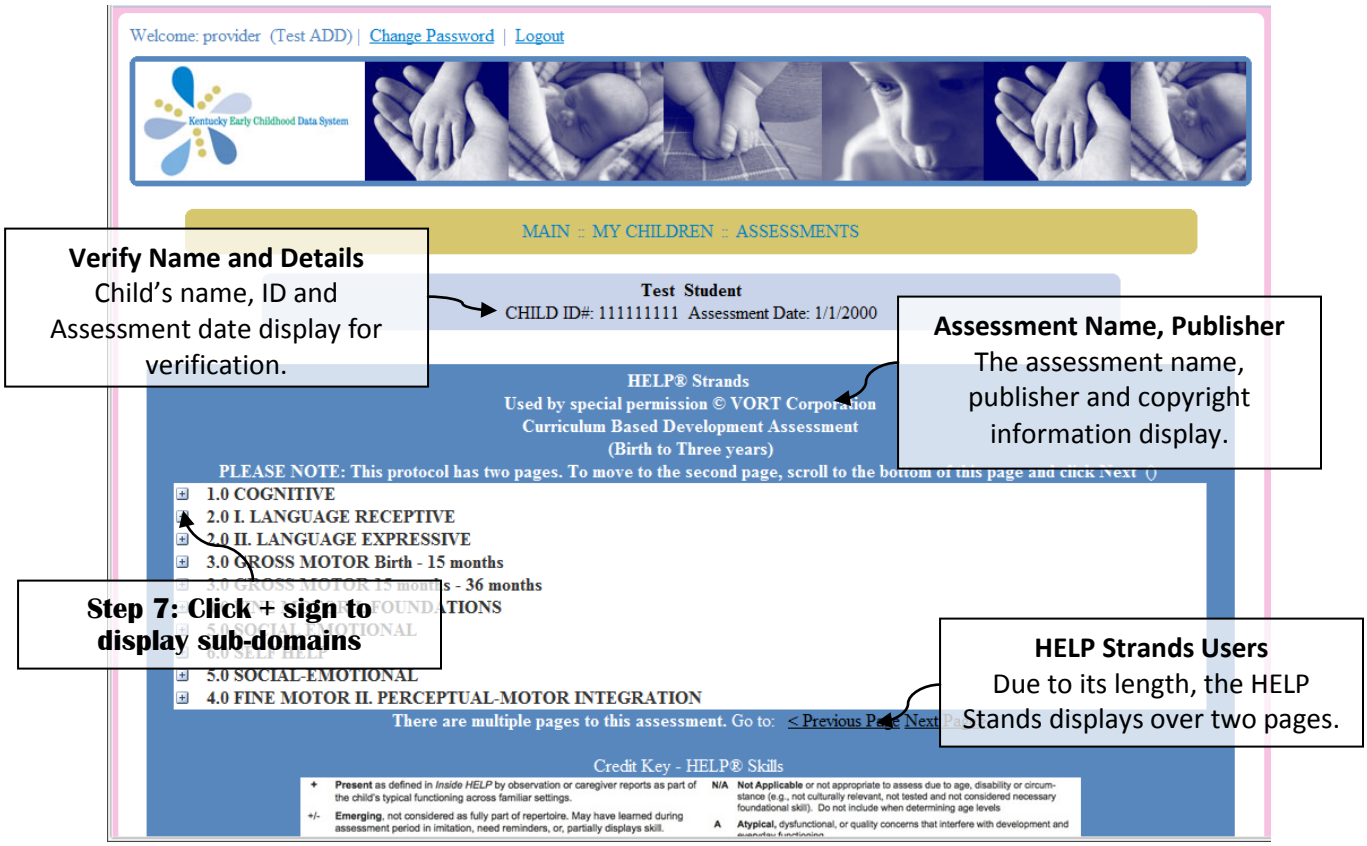


Step 5: Click Create Online Assessment



Step 6: Click Go to Assessment

A new window will open with the Item-Level Assessment Data.

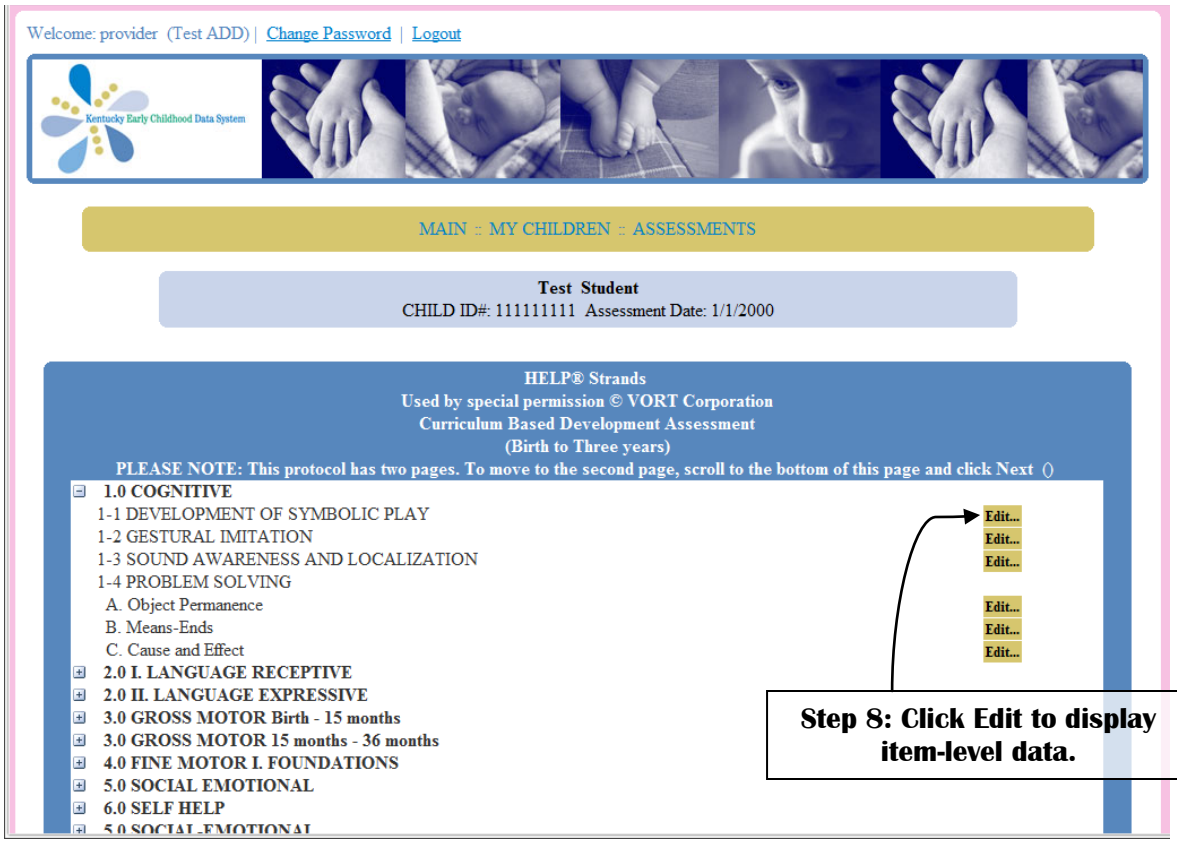


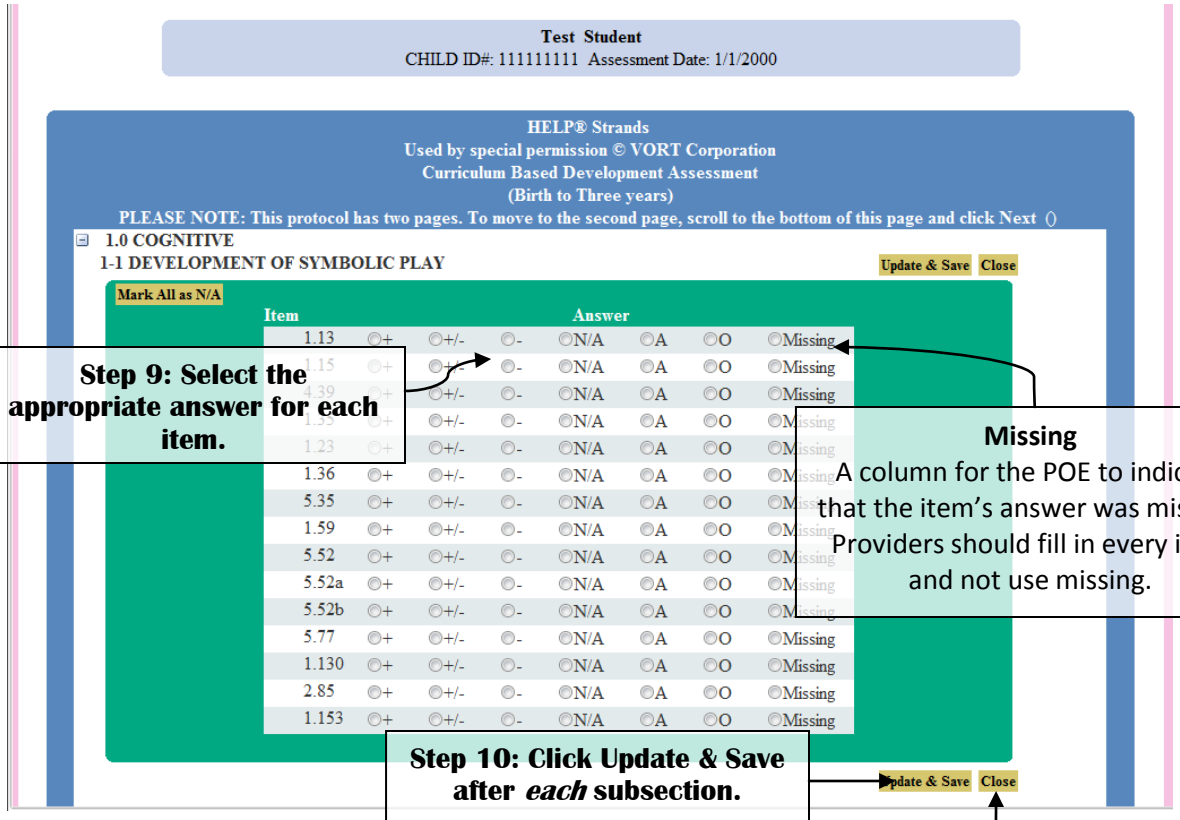
Verify Name and Details
Child's name, ID and Assessment date display for verification.

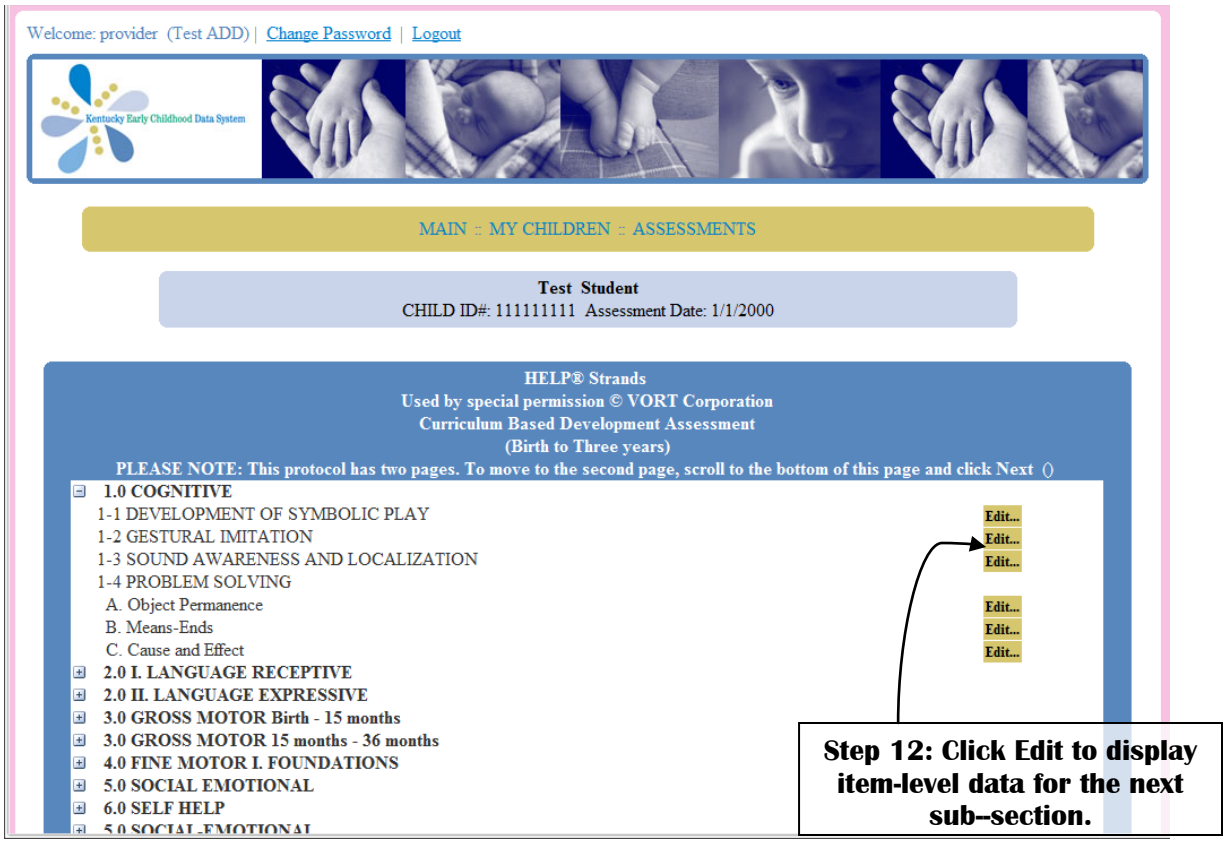
Assessment Name, Publisher
The assessment name, publisher and copyright information display.

Step 7: Click + sign to display sub-domains

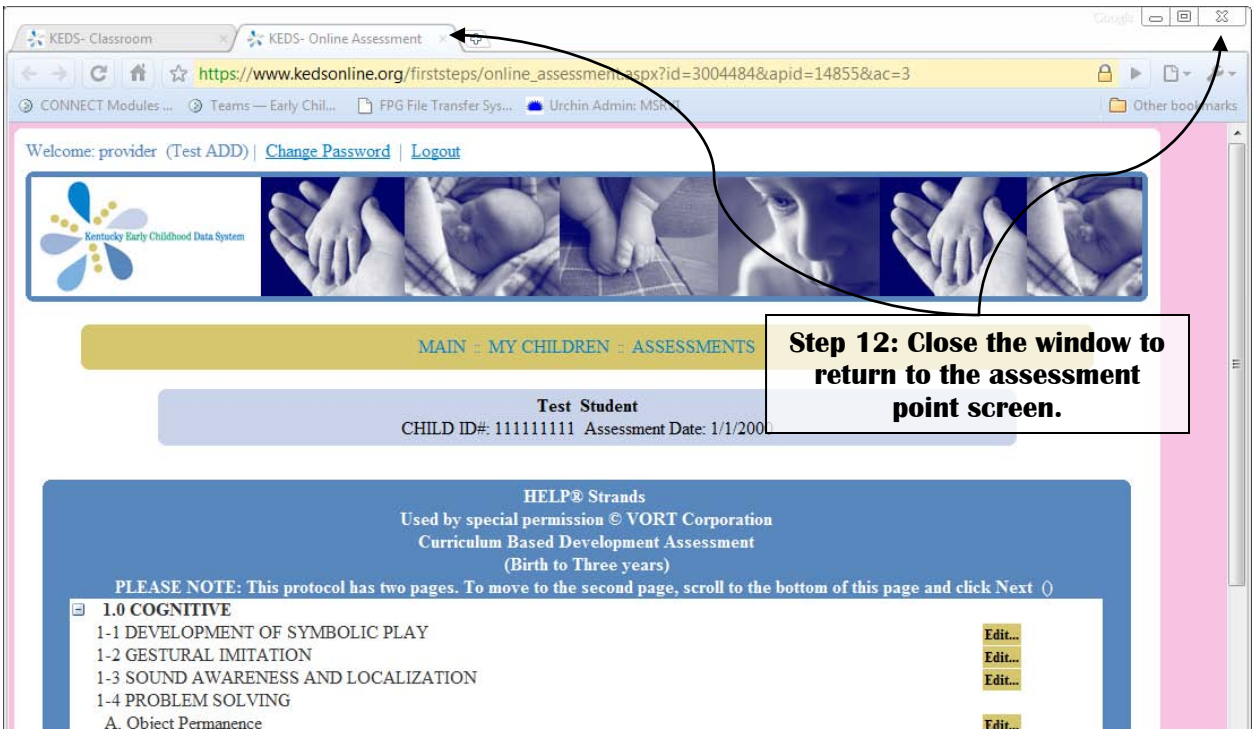
HELP Strands Users
Due to its length, the HELP Stands displays over two pages.

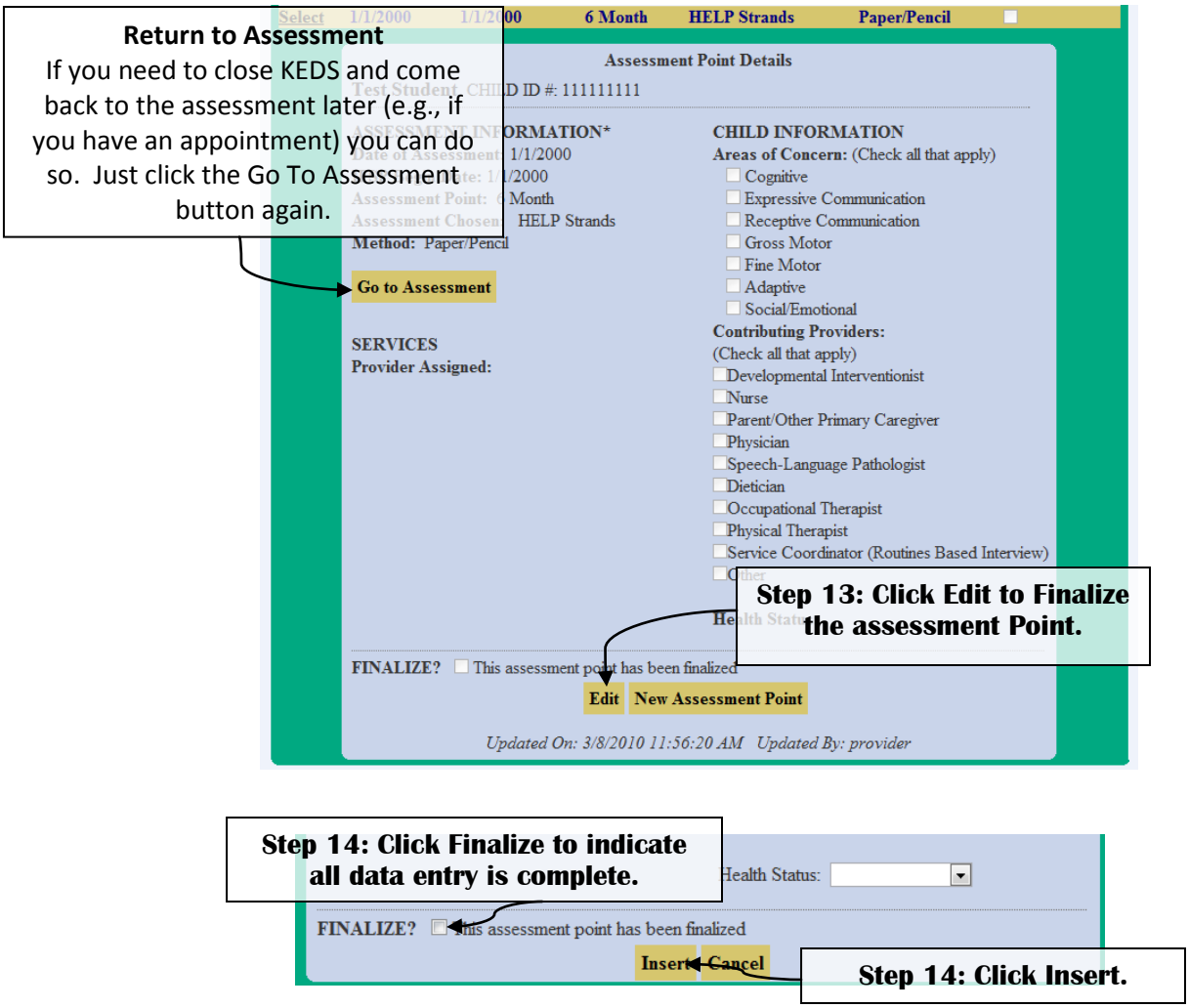

Welcome: provider (Test ADD) | Change Password | Logout
Kentucky Early Childhood Data System
MAIN :: MY CHILDREN :: ASSESSMENTS
Test Student
CHILD ID#: 111111111 Assessment Date: 1/1/2000
HELP® Strands
Used by special permission © VORT Corporation
Curriculum Based Development Assessment
(Birth to Three years)
PLEASE NOTE: This protocol has two pages. To move to the second page, scroll to the bottom of this page and click Next ()
1.0 COGNITIVE
1-1 DEVELOPMENT OF SYMBOLIC PLAY
1-2 GESTURAL IMITATION
1-3 SOUND AWARENESS AND LOCALIZATION
1-4 PROBLEM SOLVING
A. Object Permanence
B. Means-Ends
C. Cause and Effect
2.0 I. LANGUAGE RECEPTIVE
2.0 II. LANGUAGE EXPRESSIVE
3.0 GROSS MOTOR Birth - 15 months
3.0 GROSS MOTOR 15 months - 36 months
4.0 FINE MOTOR I. FOUNDATIONS
5.0 SOCIAL EMOTIONAL
6.0 SELF HELP
Edit...
Edit...
Edit...
Edit...
Edit...
Edit...
Step 8: Click Edit to display item-level data.


Test Student
CHILD ID#: 111111111 Assessment Date: 1/1/2000
HELP® Strands
Used by special permission © VORT Corporation
Curriculum Based Development Assessment
(Birth to Three years)
PLEASE NOTE: This protocol has two pages. To move to the second page, scroll to the bottom of this page and click Next ()
1.0 COGNITIVE
1-1 DEVELOPMENT OF SYMBOLIC PLAY
Update & Save
Close
Mark All as N/A
Item
Answer
1.13 1.15 1.39 1.23 1.36 5.35 1.59 5.52 5.52a 5.52b 5.77 1.130 2.85 1.153
+ +/- - N/A A O Missing
Step 9: Select the appropriate answer for each item.
Missing
A column for the POE to indicate that the item's answer was missing. Providers should fill in every item and not use missing.
Step 10: Click Update & Save after each subsection.
Update & Save
Close
Step 11: Click Close



Once data entry is complete for the entire protocol…





Assessment Data Entry Tips & Hints:

- The HELP Strands extends over two pages. You will need to use the <Previous Page and Next Page> links to move between the two pages.
- Some of the sub-sections are long, especially in the HELP Checklist and HELP Strands. There is the potential to be logged out in the middle of data entry. Therefore, when you are entering data in the long sub-sections, pause in the middle of the list and scroll either up or down and click Update & Save. This will restart the 20-minute timer and allow you to finish data entry.