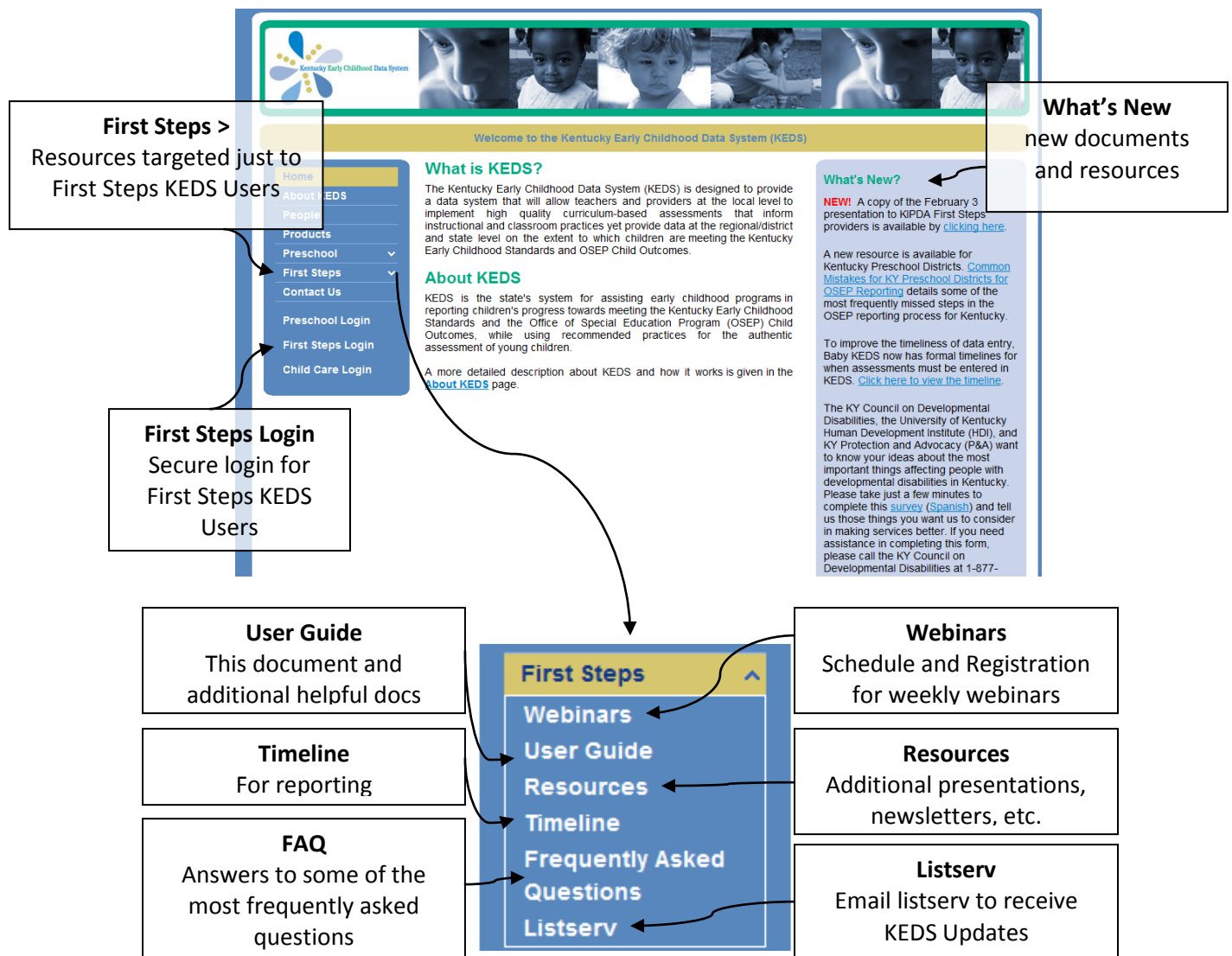


KEDS Online User Guide

Baby KEDS / First Steps / Part C

Updated February, 2010

KEDS Online Home Page



Login Page

The screenshot shows the KEDS- First Steps Log In page. At the top, there is a banner with the Kentucky Early Childhood Data System logo and a collage of images of children. Below the banner is a yellow bar with the text "Welcome to the Kentucky Early Childhood Data System". To the left of the login form is a blue button labeled "Return to KEDS Home". The login form itself is titled "KEDS- First Steps Log In" and contains fields for "User Name" (with "provider" entered) and "Password" (with "*****" entered). There are "Log In" and "Forgot Password?" links. A callout box points to the "Forgot Password?" link with the text "Forgot Password Have a new password emailed to you". Another callout box points to the footer with the text "Keds-tech Email Email at any time with questions or issues". The footer contains copyright information and contact details for the Kentucky Partnership for Early Childhood Services.

KEDS- First Steps Log In

User Name: provider
Password: *****
Log In
Forgot Password?

Forgot Password
Have a new password emailed to you

Keds-tech Email
Email at any time with questions or issues

© 2003-2009 All rights reserved | Click here to view the KEDS Disclaimer
For data, user account and technology related questions please send to keds.tech@sv.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

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

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

Change Password

Change your password at any time

Logout

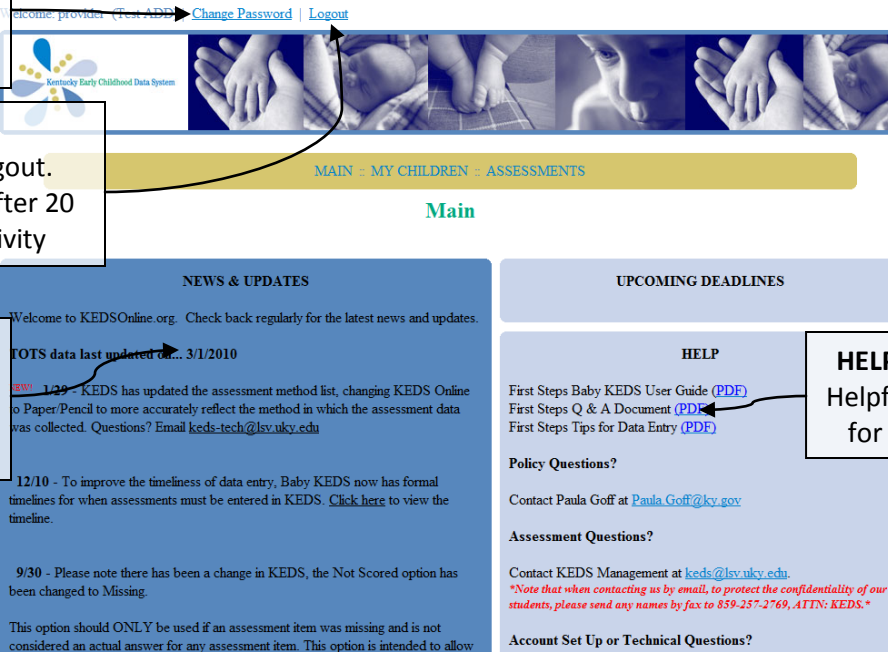
Force KEDS to logout. KEDS will log out after 20 minutes of inactivity

TOTS Upload Date

Date KEDS last received TOTS data.

Main Screen

Welcome: provider (Test ADD) | [Change Password](#) | [Logout](#)



The Main Screen features a header with the Kentucky Early Childhood Data System logo and a navigation bar with 'MAIN : MY CHILDREN : ASSESSMENTS'. Below the navigation bar is a 'Main' section with 'NEWS & UPDATES' and 'UPCOMING DEADLINES'. The 'NEWS & UPDATES' section includes a welcome message, a TOTS upload date of 3/1/2010, and two news items: one about the assessment method list update and another about the Not Scored option change. The 'UPCOMING DEADLINES' section includes a 'HELP' section with links to user guides, Q&A documents, and tips for data entry, as well as contact information for Paula Goff and KEDS Management.

NEWS & UPDATES

Welcome to KEDSOnline.org. Check back regularly for the latest news and updates.

TOTS data last updated on: 3/1/2010

NEW 1/29 - KEDS has updated the assessment method list, changing KEDS Online to Paper/Pencil to more accurately reflect the method in which the assessment data was collected. Questions? Email keds-tech@lsv.uky.edu

12/10 - To improve the timeliness of data entry, Baby KEDS now has formal timelines for when assessments must be entered in KEDS. [Click here](#) to view the timeline.

9/30 - Please note there has been a change in KEDS, the Not Scored option has been changed to Missing.

This option should ONLY be used if an assessment item was missing and is not considered an actual answer for any assessment item. This option is intended to allow

UPCOMING DEADLINES

HELP

First Steps Baby KEDS User Guide ([PDF](#))
First Steps Q & A Document ([PDF](#))
First Steps Tips for Data Entry ([PDF](#))

Policy Questions?

Contact Paula Goff at Paula.Goff@ky.gov

Assessment Questions?

Contact KEDS Management at keds@lsv.uky.edu.
Note that when contacting us by email, to protect the confidentiality of our students, please send any names by fax to 859-257-2769, ATTN: KEDS.

Account Set Up or Technical Questions?

HELP Documents
Helpful documents for KEDS Users.

Assessments Screen

Welcome: provider (Test ADD) | [Change Password](#) | [Logout](#)



The Assessments Screen features a header with the Kentucky Early Childhood Data System logo and a navigation bar with 'MAIN : MY CHILDREN : ASSESSMENTS'. Below the navigation bar is an 'Assessments' section with a welcome message and links to KEDS Online Versions of Assessments and Publisher's Online Versions of Assessments. The 'PAPER & PENCIL/EXCEL VERSIONS OF ASSESSMENTS' section includes an 'IMPORTANT...' notice about the excel version being replaced by the ability to enter assessments directly into KEDS Online. The 'PUBLISHER'S ONLINE VERSIONS OF ASSESSMENTS' section includes a list of approved publisher's online systems, with AEPS being the first one.

MAIN : MY CHILDREN : ASSESSMENTS

Assessments

Below is some more information pertaining to your assessment choice and how to submit that information to KEDS Online.
Click on a link below to jump to instructions for...

[KEDS Online Versions of Assessments](#)
[Publisher's Online Versions of Assessments](#)

PAPER & PENCIL/EXCEL VERSIONS OF ASSESSMENTS

IMPORTANT...

1. The excel version of assessments is being replaced by the ability to enter the assessments directly into KEDS Online. Online overviews are available by contacting Patti Naber

2. If you still need to send in previously entered excel versions of the assessments, [click here for instructions](#) on how to send the excel data to HDI.

PUBLISHER'S ONLINE VERSIONS OF ASSESSMENTS

1. Make sure that assessment data on all children has been entered into the publisher's online version of your assessment.

The following assessments have approved publisher's online systems:

1. AEPS www.aepsi.com

2. HELP by VORT. If access to the HELP Online, please contact Patti Naber

3. In order to match your assessment data with the proper child in KEDS Online, you must enter the child's CHILD ID # on their online record. If you are using AEPSi, please enter the CHILD ID # in the "Identifier (ID)" field. If you are using HELP, please enter the "ID Number" field.

4. You must set up an Administrator account for Patti Naber and email her the login information at patti.naber@lsv.uky.edu. This Administrator will allow KEDS to download the online assessment data.

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

Welcome: provider (Test ADD) | [Change Password](#) | [Logout](#)



Search Features

Filter the list of children.

List of Children

TOTS ID, First, Last Name, County

MAIN :: MY CHILDREN :: ASSESSMENTS

My Children

Search for a Child:

Search All

☒ Advanced Options

Displaying items 1 to 1 from 1

CHILD ID#	First Name	Last Name	County
11111111	Test	Student	TestCounty

(Click on a column name to sort by that column)

Providers

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

Provider
Patti Provider

POE's

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

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

© 2003-2009 All rights reserved | [Click here to view the KEDS Disclaimer](#)

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

Expanded Child Record

Welcome: provider (Test ADD) | [Change Password](#) | [Logout](#)



MAIN :: MY CHILDREN :: ASSESSMENTS

My Children

Search for a Child:

Search All

☒ Advanced Options

Displaying items 1 to 1 from 1

CHILD ID#	First Name	Last Name	County
11111111	Test	Student	TestCounty

DOB: 3/29/2005 Initial IFSP: 6/11/2007 Discharge Date:

Gender: Male Ethnicity: Unknown

Date	IFSP	Point	Assessment	Method
9/1/2000		6 Month	Carolina	Paper/Pencil
8/25/2000		Annual	HELP Strands	Paper/Pencil

Assessment Point Details

(Click on a column name to sort by that column)

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

© 2003-2009 All rights reserved | [Click here to view the KEDS Disclaimer](#)

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.

Assessment Point Details

Label CHILD ID #:

ASSESSMENT INFORMATION*

Date of Assessment:
 IFSP Begin Date:
 Assessment Point:
 Assessment Chosen:
 Method:

CHILD INFORMATION

Areas of Concern: (Check all that apply)

- ☐ Cognitive
- ☐ Expressive Communication
- ☐ Receptive Communication
- ☐ Gross Motor
- ☐ Fine Motor
- ☐ Adaptive
- ☐ Social/Emotional

Contributing Providers: (Check all that apply)

- ☐ Developmental Interventionist
- ☐ Nurse
- ☐ Parent/Other Primary Caregiver
- ☐ Physician
- ☐ Speech-Language Pathologist
- ☐ Dietician
- ☐ Occupational Therapist
- ☐ Physical Therapist
- ☐ Service Coordinator (Routines Based Interview)
- ☐ Other

Health Status:

FINALIZE? ☐ This assessment point has been finalized

Insert **Cancel**

Insert
Saves the assessment Point.

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.

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

Select	1/2/2010		Entry	AEPS	Paper/Pencil	<input type="checkbox"/>
Select	1/1/2000	1/1/2000	6 Month	HELP Strands	Paper/Pencil	<input type="checkbox"/>

Step 4: Select
Select the assessment point.

Assessment Point Details

Test Student CHILD ID #: 111111111

ASSESSMENT INFORMATION*

Date of Assessment: 1/1/2000
 IFSP Begin Date: 1/1/2000
 Assessment Point: 6 Month
 Assessment Chosen: HELP Strands
 Method: Paper/Pencil

CHILD INFORMATION

Areas of Concern: (Check all that apply)

- ☐ Cognitive
- ☐ Expressive Communication
- ☐ Receptive Communication
- ☐ Gross Motor
- ☐ Fine Motor
- ☐ Adaptive
- ☐ Social/Emotional

Create Online Assessment

Step 5: Click Create Online Assessment

Select	1/1/2000	1/1/2000	6 Month	HELP Strands	Paper/Pencil	
Assessment Point Details						
Test Student CHILD ID #: 111111111						
ASSESSMENT INFORMATION* Date of Assessment: 1/1/2000 IFSP Begin Date: 1/1/2000 Assessment Point: 6 Month Assessment Chosen: HELP Strands Method: Paper/Pencil				CHILD INFORMATION Areas of Concern: (Check all that apply) <input type="checkbox"/> Cognitive <input type="checkbox"/> Expressive Communication <input type="checkbox"/> Receptive Communication <input type="checkbox"/> Gross Motor <input type="checkbox"/> Fine Motor <input type="checkbox"/> Adaptive <input type="checkbox"/> Social/Emotional		
Go to Assessment						

Step 6: Click Go to Assessment

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

Welcome: provider (Test ADD) | [Change Password](#) | [Logout](#)

MAIN : MY CHILDREN : ASSESSMENTS

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

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)

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

PLEASE NOTE: This protocol has two pages. To move to the second page, scroll to the bottom of this page and click Next ()

Step 7: Click + sign to display sub-domains

- ☒ 1.0 COGNITIVE
- ☒ 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. PERCEPTUAL-MOTOR FOUNDATIONS
- ☒ 5.0 SOCIAL-EMOTIONAL
- ☒ 4.0 FINE MOTOR II. PERCEPTUAL-MOTOR INTEGRATION

There are multiple pages to this assessment. Go to: [< Previous Page](#) [Next >](#)

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

Credit Key - HELP® Skills

<p>* Present as defined in Inside HELP by observation or caregiver reports as part of the child's typical functioning across familiar settings.</p> <p>+/- Emerging, not considered as fully part of repertoire. May have learned during assessment period in imitation, need reminders, or, partially displays skill.</p>	<p>N/A Not Applicable or not appropriate to assess due to age, disability or circumstance (e.g., not culturally relevant, not tested and not considered necessary foundational skill). Do not include when determining age levels</p> <p>A Atypical, dysfunctional, or quality concerns that interfere with development and assessment functioning</p>
--	--



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
- ☒ 5.0 SOCIAL-EMOTIONAL

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	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
1.15	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
4.39	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
1.35	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
1.23	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
1.36	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
5.35	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
1.59	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
5.52	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
5.52a	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
5.52b	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
5.77	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
1.130	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
2.85	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> Missing
1.153	<input type="radio"/> + <input type="radio"/> +/- <input type="radio"/> - <input type="radio"/> N/A <input type="radio"/> A <input type="radio"/> O <input type="radio"/> 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

Welcome: provider (Test ADD) | [Change Password](#) | [Logout](#)

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
- 5.0 SOCIAL EMOTIONAL

Edit...
Edit...
Edit...
Edit...
Edit...
Edit...

Step 12: Click Edit to display item-level data for the next sub-section.



Once data entry is complete for the entire protocol...

KEDS- Classroom | KEDS- Online Assessment

https://www.kedsonline.org/firststeps/online_assessment.aspx?id=3004484&apid=14855&ac=3

CONNECT Modules ... Teams — Early Chil... FPG File Transfer Sys... Urchin Admin: MS... Other bookmarks

Welcome: provider (Test ADD) | [Change Password](#) | [Logout](#)

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

Edit...
Edit...
Edit...
Edit...

Step 12: Close the window to return to the assessment point screen.

Return to Assessment
If you need to close KEDS and come back to the assessment later (e.g., if you have an appointment) you can do so. Just click the Go To Assessment button again.

Select: 1/1/2000 1/1/2000 6 Month HELP Strands Paper/Pencil

Assessment Point Details

Test Student: CHILD ID #: 111111111

ASSESSMENT INFORMATION*
Date of Assessment: 1/1/2000
Assessment Point: 6 Month
Assessment Chosen: HELP Strands
Method: Paper/Pencil

CHILD INFORMATION
Areas of Concern: (Check all that apply)
☐ Cognitive
☐ Expressive Communication
☐ Receptive Communication
☐ Gross Motor
☐ Fine Motor
☐ Adaptive
☐ Social/Emotional

Contributing Providers:
(Check all that apply)
☐ Developmental Interventionist
☐ Nurse
☐ Parent/Other Primary Caregiver
☐ Physician
☐ Speech-Language Pathologist
☐ Dietician
☐ Occupational Therapist
☐ Physical Therapist
☐ Service Coordinator (Routines Based Interview)
☐ Other

SERVICES
Provider Assigned:

FINALIZE? ☐ This assessment point has been finalized

Edit **New Assessment Point**

Updated On: 3/8/2010 11:56:20 AM Updated By: provider

Step 13: Click Edit to Finalize the assessment Point.

Step 14: Click Finalize to indicate all data entry is complete.

Health Status:

FINALIZE? ☐ This assessment point has been finalized

Insert **Cancel**

Step 14: Click Insert.

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.