



TIPS FOR KEDS DATA ENTRY DECEMBER 2013

- Be sure that the child's record you getting ready to enter data into is the same child listed on the protocol you will be entering.
 - If the protocol is missing any information (ex. TOTS#, Assessment Date, IFSP Date), look up the information prior to data entry.
- If the protocol you are entering is a *HELP*, check the coversheet to make sure you are entering a *HELP Strand* into the *HELP Strand* file, or a *HELP Checklist* into the *HELP Checklist* file.
- Enter data one section at a time. Update and save each section to stay logged in.
- All entry and annual assessments must be entered in KEDS online.
- It is important to know accurate rules for basals and ceilings for each instrument before entering data. Basals and ceilings are determined as follows:
 - For the *HELP Strand*, two '+'s in a row in the beginning of a strand/section are the basal (or lowest score) and two '-'s in a row are the ceiling (or where testing can stop) within EACH STRAND or section.
 - For the *HELP Checklist*, four '+'s in a row in the beginning of a domain are the basal (or lowest score) and four '-'s in a row are the ceiling (or where testing can stop) within each domain.
 - For the *Carolina*, the basal is the lowest age interval with all + scores, and the ceiling is the highest age interval with all – scores, for EACH curriculum sequence.
 - For the *AEPS*, all items must have a score. If all items with two digits separated by a decimal point (for ex: 3.1, 5.2) are rated a 2, then the goal above those items are also rated a 2 (for ex: if 4.1 and 4.2 both have a 2, and are the only items below goal item 4, then the goal item 4 must be scored a 2). Lettered AEPS notations are not entered in KEDS.
- Which HELP version do we use, the one for 0-3 year olds?
 - Yes, only the 0-3 version may be used for First Steps children. The versions for 3-6 year olds do not apply to First Steps children.
- Where do I enter the comments written on protocols in the comments sections?
 - Most protocols allow space for comments. These comments are important to providers and families, but are not included in KEDS data. Simply enter the item score.