

# **Instructions and Template for Completing the Desired Results Developmental Profile–Summary of Findings**

California Department of Education  
Early Education Division  
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A critical step toward supporting children's learning and developmental progress is for California State preschool Program (CSPP) teachers to complete a Desired Results Developmental Profile (DRDP) for each child in the classroom or family child care home. Teachers should refer to the individual developmental profiles and the summary of all the developmental profiles for the classroom or home setting, as a guide for ongoing planning.

To help ensure DRDP data is linked to ongoing classroom or group planning for children, the DRDP–Summary of Findings, form EED-3900 has been developed as a resource. The DRDP–Summary of Findings is a recommended form to assist teachers and providers in the planning process. Regardless of whether this resource is used or the program develops their own form, the written process must be completed and include all information detailed below, to ensure activity plans reflect the results of classroom or family child care home DRDP data.

Form EED-3900 includes Key Finding(s), Action Steps, Expected Completion Date and/or Ongoing Implementation and Persons Responsible, and Follow-up and Reflection. The first three sections of this form are completed after the first 60–90-day observation period. The Follow-up section should be completed periodically, with Reflections recorded after the six-month follow-up observation period to document progress of the Key Finding(s).

## **Contractor Information Instructions**

- Contractor Legal Name
- Center-Based or Family Childcare Home
- Planning Date—this is the date the first three sections of the form are completed
- Lead Planner Name and Position
- Follow-up Date(s)—these dates indicate when the Action Steps have been reviewed during the following six months
- The Follow-up Date will also indicate when reflections are recorded (see Follow-up and Reflection below)

## Findings from Developmental Profiles Instructions

- Summarize and review the results of the DRDPs after the first 60–90-day observation period
- Identify trends or patterns in the children’s development (key findings) at the domain level based on individual information that has been summarized to create a group summary of data

## Action Steps Implementation Instructions

- Develop and write attainable Action Steps to improve the key finding(s).
- Action Steps should include new approaches, modifications, and/or changes to:
  - Planned learning opportunities, indoors, and outdoors
  - Interactions and strategies to support the development of the key findings
  - The environment and materials
  - Strategies that help families engage in supporting the development of their child
- The following are resources for teachers and providers when developing Action Steps:
  - *The California Preschool Curriculum Framework, Volumes 1–2* may be found on the California Preschool Curriculum Framework web page at <http://www.cde.ca.gov/sp/cd/re/psframework.asp>
  - *The Guidelines for Early Learning in Child Care Home Settings* (PDF), is located at <http://www.cde.ca.gov/sp/cd/re/documents/elguidelineshome.pdf>

## Expected Completion Date and/or Ongoing Implementation and Persons Responsible Instructions

- Enter the date when the Action Steps will be completed
  - Enter “Ongoing” when the Action Step implementation will continue throughout the year
- Identify the key person(s) who will be responsible for each Action Step

## Follow-up and Reflection Instructions

- Periodically review the status of all the Action Steps, completion dates, persons responsible, and follow-up

- Record modifications or changes needed to complete the Action Steps, and expected completion dates
- After the six-month follow-up observation period, tally and review the results of the DRDPs
  - Reflect on the results and record progress or changes made to the key finding(s), including data

## Desired Results Developmental Profile–Summary of Findings

Contractor Legal Name: \_\_\_\_\_

Center-based or Family Childcare Home: \_\_\_\_\_

Planning Date: \_\_\_\_\_

Lead Planner Name and Position: \_\_\_\_\_

Follow-up Date(s): \_\_\_\_\_

Follow-up Lead Planner Name and Position: \_\_\_\_\_

### Key Findings from Developmental Profile

Developmentally, what do we know about the children currently enrolled in our classroom or family childcare home?

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### Actions Steps (Including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)

What goals can we set to meet the needs of the children currently enrolled in our classroom or family childcare home?

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### Expected Completion Date and/or Ongoing Implementation and Person Responsible:

How do we accomplish our goals?

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### Follow-up and Reflection (Changes made, date completed, time extended)

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