

Steps to Complete DECA

- Parents complete DECA at Fair or first visit with teacher.
- Check to make sure all demographic information is complete.
- Place original in child's file.
- Provide a copy to your Program Manager as soon as you return from the visit, do not wait (place into a folder and give to supervisor ASAP if your supervisor is not housed in your location).
- Teachers complete DECA between 11 and 15th day of enrollment. This means not earlier than 11 days after the child physically arrives in your classroom.
- Place original in the child's file.
- Provide a copy to your Program Manager as soon as you complete the assessment, do not wait. (place into a folder and give to supervisor ASAP if your supervisor is not housed in your location).
- Once DECA is scored all reports will be attached to the education tab of Child Plus.
- All DECA reports will be printed and given to Program Managers for distribution.
- All reports must be filed in the child's file upon teacher receiving them.
- Review all results and integrate data into your individualized planning.
- If results indicate "concern" on either the TPF or Behavioral Scales, complete a referral for Mental Health Observation and send to your Program Manager.