

Area:	Child Development
Subject:	CD15 – Infant/Toddler Developmental Assessment
Reference:	1304.20 (f)(1)
Policy:	Primary Caregivers will complete the Desired Results Developmental Profile-revised (DRDPr) developmental assessment tool on all infants and toddlers within 60 days of enrollment.

Procedure:

1. Caregivers will observe and make written records of children's skills and behaviors in all developmental domains i.e. cognitive, language, physical/motor, and social/emotional.
2. Caregivers will place each written and dated observation on the corresponding developmental domain Observation Record form.
3. Caregivers will use the child observation data, parent input, and other gathered data to complete the DRDPr.
4. Caregivers will complete the initial DRDPr within 60 days of enrollment.
5. Caregivers will share children's developmental data with parents during monthly conferences when parents and caregivers develop the child's Individual Plan.
6. Caregivers will keep the completed DRDPr in the child's file.
7. Caregivers will complete a second assessment no later than six (6) months after the first assessment. If there are fewer than 6 months left in the program year, complete the second assessment 1-2 months prior to the end of the program year or child's disenrollment.

Supervised by:	Child Development Supervisors
Performed by:	Primary Caregivers – EHS/MHS
Forms needed:	Observation Record, Desired Results Developmental Profile-revised
Frequency:	Within 60 days of enrollment and every 6 months after first assessment.