



KEDS 2.0
Online Data Portal
KEIS User Guide

Kentucky Early Childhood Data System (KEDS)
Human Development Institute
University of Kentucky
July 2024 (v1)

List of Acronyms:

5AA	Five Area Assessment (5AA)
AEPS®-3	Assessment, Evaluation and Programming System for Infants and Children, Third Edition (Bricker et al., 2022)
CCITSN	Carolina Curriculum for Infants and Toddlers with Special Needs (Johnson-Martin et al., 2004)
HELP	Hawaii Early Learning Profile (Parks, 2006)
KEDS	Kentucky Early Childhood Data System (KEDS)
KEIS	Kentucky Early Intervention System (KEIS)
POE	Point of Entry (POE)
TOTS	Technology-assisted Observation and Teaming Support system (TOTS)

Table of Contents

Introduction	5
Section 1: Overview of KEDS Online Data Portal	6
➤ Accessing the KEDS Online Data Portal.....	6
➤ Home Page.....	6
➤ Navigating the KEDS Online Data Portal.....	7
➤ Dashboard.....	7
➤ Children.....	8
➤ Verified (administrator access only)	10
➤ Users (administrator access only).....	10
➤ Help.....	11
➤ Report a Problem.....	11
➤ Additional Navigation Features	12
Section 2: Establishing POE Administrator Accounts.....	13
➤ New KEDS Coordinator Account	13
➤ Coordinator Account Access	15
➤ Closing a Coordinator Account	15
Section 3: Establishing and Managing Provider Accounts (for POE administrators).....	17
➤ Establishing New Provider Accounts	17
➤ Adding/Removing a POE Assigned to an Existing Provider Account	18
➤ Provider POE Access	19
➤ Closing a Provider Account	19
Section 4: Establishing and Managing Provider Accounts (for providers).....	21
➤ Establishing Provider Accounts.....	21
Section 5: KEIS Administrator Accounts.....	23
Section 6: Accessing the KEDS Online Data Portal.....	24
➤ Accessing the KEDS Online Data Portal.....	24
➤ Logging In.....	24
➤ Locked Accounts	24
➤ Password Help	25
➤ Change Email Address or Password.....	25

▶ Logging Out	26
Section 7: Assigning Children to Providers (POE administrators)	27
▶ Assigning Children to Providers	27
▶ Unassigning Children to Providers	27
▶ Changing Provider Assignment	27
▶ Viewing Children Not Assigned to a Provider	28
Section 8: Assessment Points	29
▶ Accessing Assessment Points	29
▶ Navigating List of Assessment Points	30
▶ Adding a New Assessment Point	30
▶ Finalized Assessment Points	31
▶ Deleting an Assessment Point	31
Section 9: Entering Demographic Data in KEDS	33
▶ Data Fields imported from TOTS	34
▶ Data Fields Collected Directly in KEDS	34
▶ Updating Fields Collected Directly in KEDS	34
▶ Missing Child Records	35
▶ Child Demographic Field Descriptions and Definitions	35
Section 10: Entering Assessment Data in KEDS	36
▶ Viewing Assessment Domains, Subdomains, Items and Scoring Options	37
▶ Assessment Data Entry	39
▶ Saving Scores	40
▶ Modifying Scores	40
▶ Deleting an Assessment	40

Introduction

The KEDS KEIS User Guide is provided as a technical manual to assist users in account creation and maintenance, site navigation, and data entry for the KEDS 2.0 online data portal. Additional resources supporting Point of Entry offices (POEs) and Kentucky Early Intervention System (KEIS) providers with data collection activities are available through the resource library on the KEDS website.

For questions or technical assistance, contact KEDS through the secure contact form available on the help page of the KEDS 2.0 website, by email at keds@uky.edu, or call (859) 218-3669.

Please note that while our response time is typically much faster, please allow up to two business days for a response.

Section 1: Overview of KEDS Online Data Portal

This section provides an overview of the main pages and features of the KEDS online data portal.

➤ Accessing the KEDS Online Data Portal

To access the KEDS online data portal, go to the KEDS website: www.kedsio.org. This will take you to the Home Page of the KEDS online data portal.

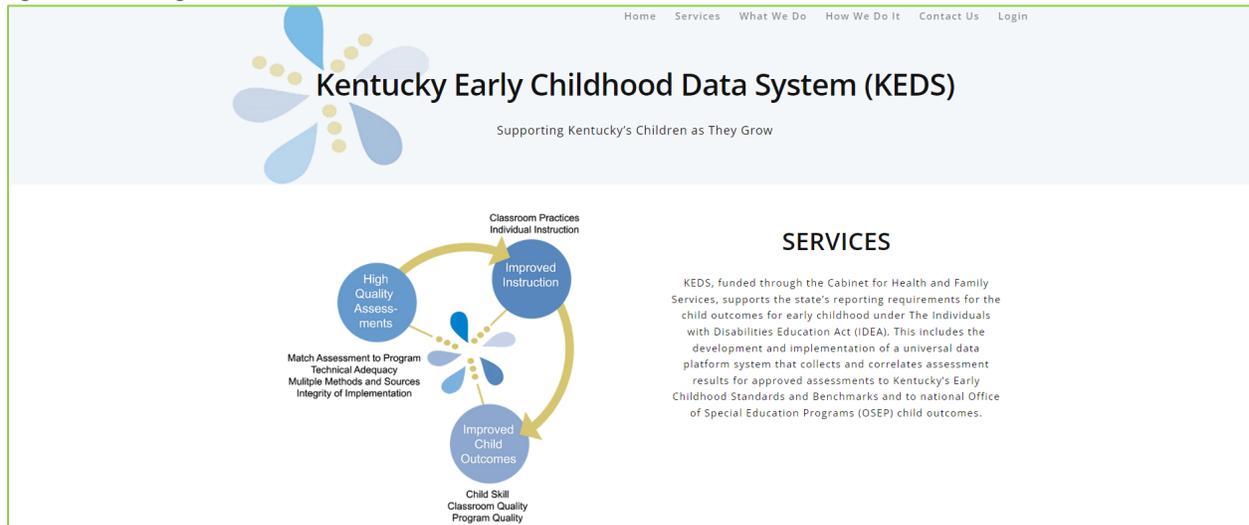
➤ Home Page

The home page provides an overview of the services provided by KEDS as well as our contact information. It is also where you click the link to enter your login credentials to enter the data entry portion of the system.

The menu bar at the top of the page contains the following links:

1. Home
2. Services
3. What We Do
4. How We Do It
5. Contact Us
6. Login/Dashboard

Figure 1 Home Page



When you are logged into the KEDS Online Data Portal, the Login link is replaced with a link to the Dashboard.

Figure 2 Home Page When Logged In



➤ Navigating the KEDS Online Data Portal

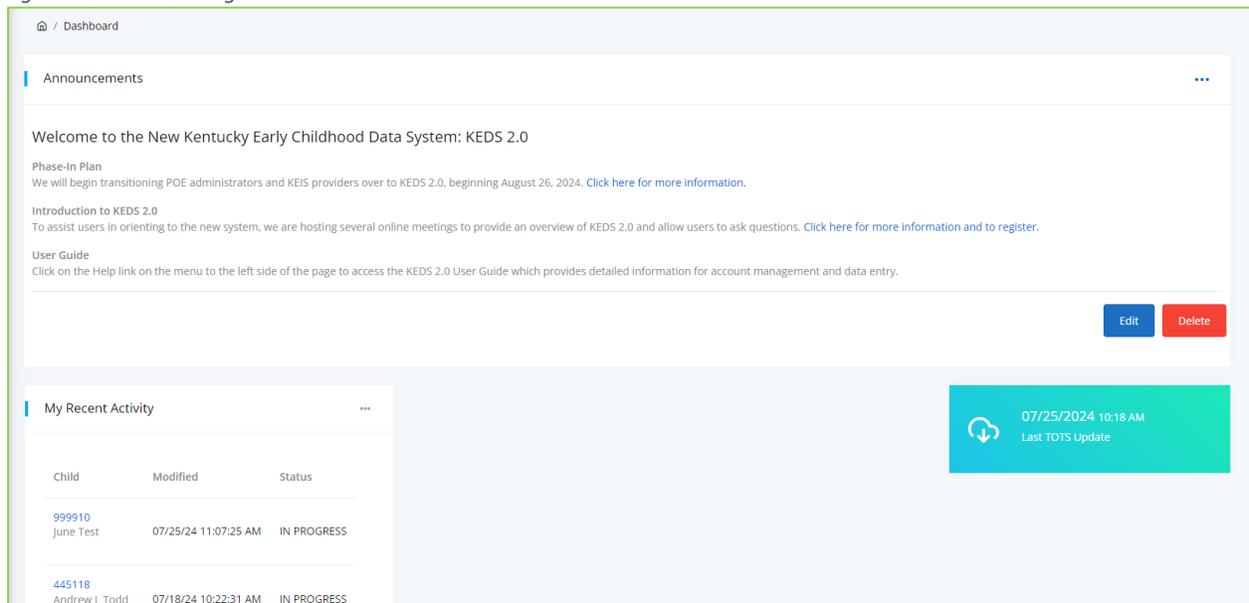
The navigation menu is located on the left side of the page when logged into KEDS. It contains links to the main site pages listed below. Each is described in more detail in the remainder of this section.

1. **Dashboard**
2. **Children**
3. **Verified (administrator access only)**
4. **Users (administrator access only)**
5. **Help**

➤ Dashboard

The dashboard page is available only after logging into KEDS. After logging in, users will automatically be redirected to the dashboard page. Key features are highlighted below along with a brief description of each.

Figure 3 Dashboard Page



1. **Announcements**

Important announcements are posted here.

2. **My Recent Activity**

Displays the most recently accessed assessment point record for the last 5 children. The TOTS ID, name, date the record was last modified, and status of the assessment record are displayed. Clicking on the TOTS ID number will open the selected assessment point record.

Note: Choosing a child from this list will automatically update the POE being viewed to the POE of the selected child.

3. **Last TOTS Update**

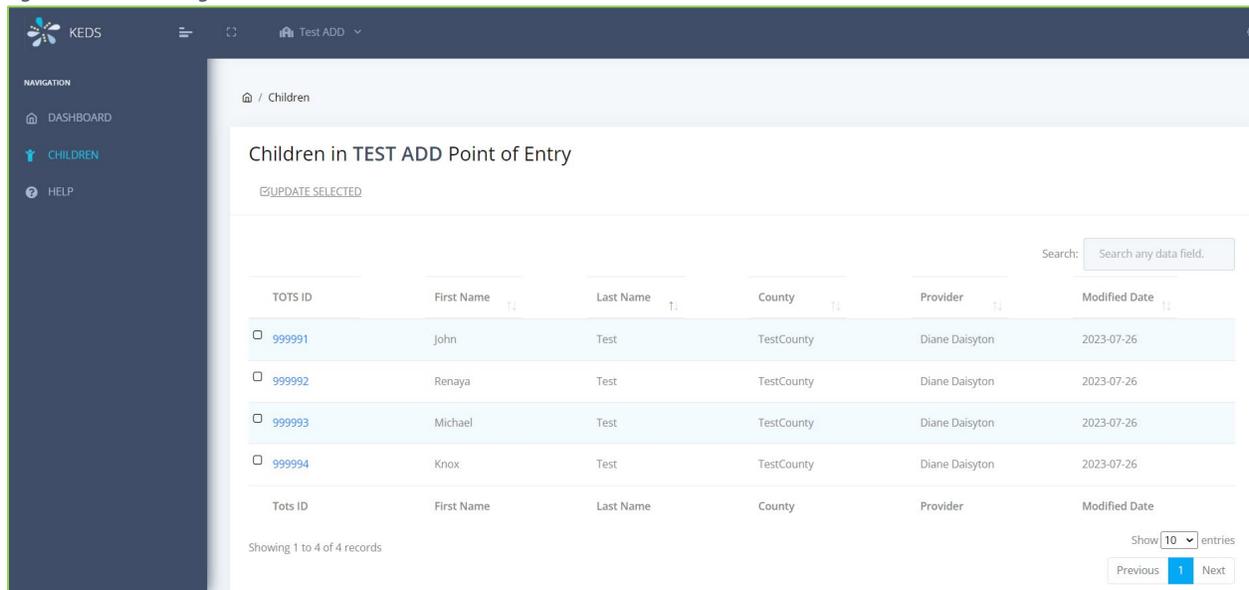
Provides the date and time the import of TOTS data into KEDS was last completed. Changes made in TOTS after the most recent import will not appear in KEDS until the next import is completed.

► Children

The children page is where data entry occurs. POE administrators and KEIS providers can view and edit child information from this page.

Note: Detailed information on how to update child demographic records is included in [Section 9: Entering Demographic Records in KEDS](#).

Figure 4 Children Page



The screenshot shows the KEDS interface for the 'Children' page. The page title is 'Children in TEST ADD Point of Entry'. There is a search bar and a table with columns: TOTS ID, First Name, Last Name, County, Provider, and Modified Date. The table contains four records. Below the table, there is a 'Showing 1 to 4 of 4 records' indicator and a pagination control showing '1' of 10 entries.

TOTS ID	First Name	Last Name	County	Provider	Modified Date
999991	John	Test	TestCounty	Diane Daisyton	2023-07-26
999992	Renaya	Test	TestCounty	Diane Daisyton	2023-07-26
999993	Michael	Test	TestCounty	Diane Daisyton	2023-07-26
999994	Knox	Test	TestCounty	Diane Daisyton	2023-07-26

The children page displays the following fields:

1. **TOTS ID**
2. **First Name**
3. **Last Name**
4. **County**
5. **Provider**
6. **Modified Date**

To access the record for an individual child, click on the TOTS ID for that child. A new page will open that displays demographic and assessment data for that child. By default, the most recent assessment record is displayed for each child. The assessment date for the record shown is provided at the top of the page along with the child's name and TOTS ID.

To view all the records for a child, click on the (CLICK TO SHOW) link at the top of the page. This will expand the display to show a list of all records. To select a record, click on the row for the assessment date you want. The displayed record will be updated to match your selection. You can minimize the list of records by clicking the (CLICK TO HIDE) link.

Figure 5 Expanding List of Records

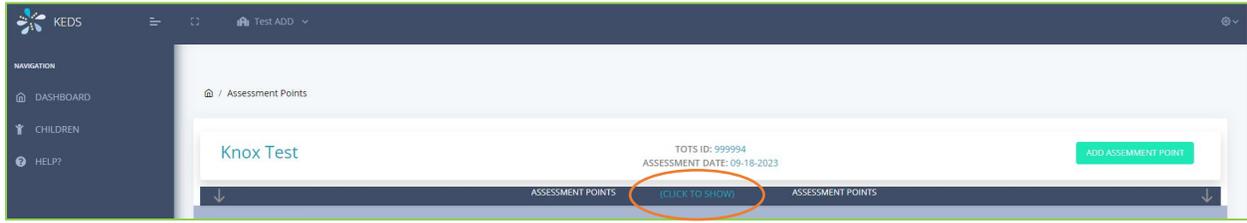
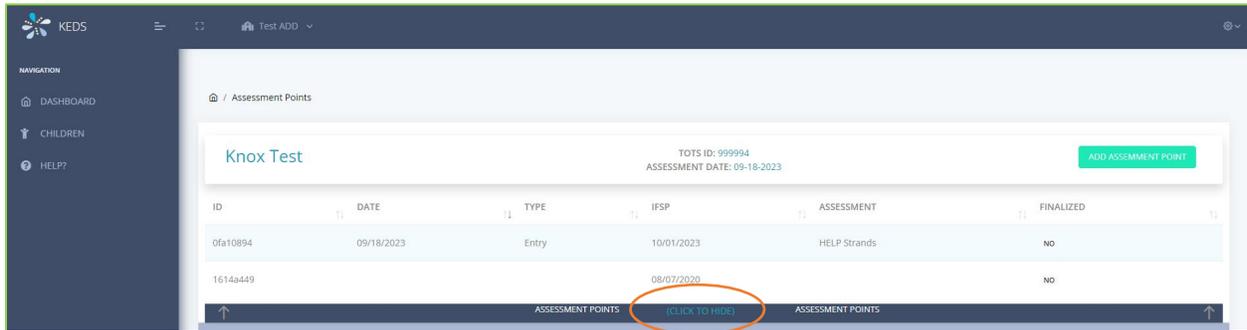


Figure 6 Hiding List of Records



Each record includes both demographic and assessment data. By default, records display demographic data. To view assessment data, click on the assessment tab. You can switch between the two by clicking on the tab you want to view.

Demographic Data

The demographic data tab displays the child’s information, assessment details, and areas of concern which are explained in more detail in [Section 9: Entering Demographic Records in KEDS](#).

Assessment Data

The assessment data tab displays the assessment scores which are explained in more detail in [Section 10: Entering Assessment Data](#).

Data Timelines

KEDS downloads assessment data quarterly for use in analyses. Any modifications made to an assessment record after the download date may not be included in the analyses.

Table 1 Data Download Schedule

Assessment Completed	Download Date
July – September	October 15
October - December	January 15
January – March	April 15
April – June	July 15

➤ Verified (administrator access only)

Only POE administrators and KEDS staff have access to the verification page. Clicking on the verified link in the navigation menu displays the verification page which provides the verification keys for completed assessments. The entry of item level data from the 5AA into KEDS is necessary for payment approval. All annual and exit assessments must be entered in KEDS before payment is issued by the KEIS. When an assessment is finalized, a verification key is generated and shared with TOTS.

Figure 7 Verification Webpage

Verified	APID	Key	Child ID	Name	Assement Date	Provider	POE
09/02/2023 08:00:00 PM	f1cae7d0	E-JT999910-09032023-AA	999910	June Test	09/03/2023	Albert Appleton	Test_ADD
09/12/2023 08:00:00 PM	5096ec5e	E-RT999992-09132023-DD	999992	Renaya Test	09/13/2023	Diane Daisyton	Test_ADD

➤ Users (administrator access only)

Only POE administrators and KEDS staff have access to the users page. Clicking on the users link in the navigation menu displays the users page which provides account information for all user accounts for the selected POE. POE administrators will set up accounts for each provider and/or staff in your district who is updating child records or entering assessment data in the KEDS online data portal. More information on setting up provider/user accounts is available in [Section 3: Establishing/Managing Provider Accounts \(POE administrators\)](#).

Figure 8 Users Page

Name	Email	Role	POE	Status	Creation Date	Last Active
<input type="checkbox"/> Albert Appleton	a.kedspoem@gmail.com	COORDINATOR	Test ADD	ACCEPTED	9/10/2023	05/23/2024 09:58:30 AM

The Users page displays the following fields:

1. **Name**
2. **Email**
3. **Role:** Indicates the role, Coordinator or Provider, of each account holder.
4. **POE**
5. **Status:** Indicates whether the account is Enabled or Disabled.
6. **Creation Date:** Date account was created.
7. **Last Active:** Date and time the user was last active in KEDS.

► Help

The Help page provides support for users including steps for new providers, the User Guide, a resource library, and contact form.

1. **Getting Started with KEDS**

Downloadable documents with the initial steps for new KEIS providers and POE administrators as well as a link to the Coordinator Account Request Form for POE administrators.

2. **User Guide**

Guide for using the KEDS Online Data Portal for account management and data entry.

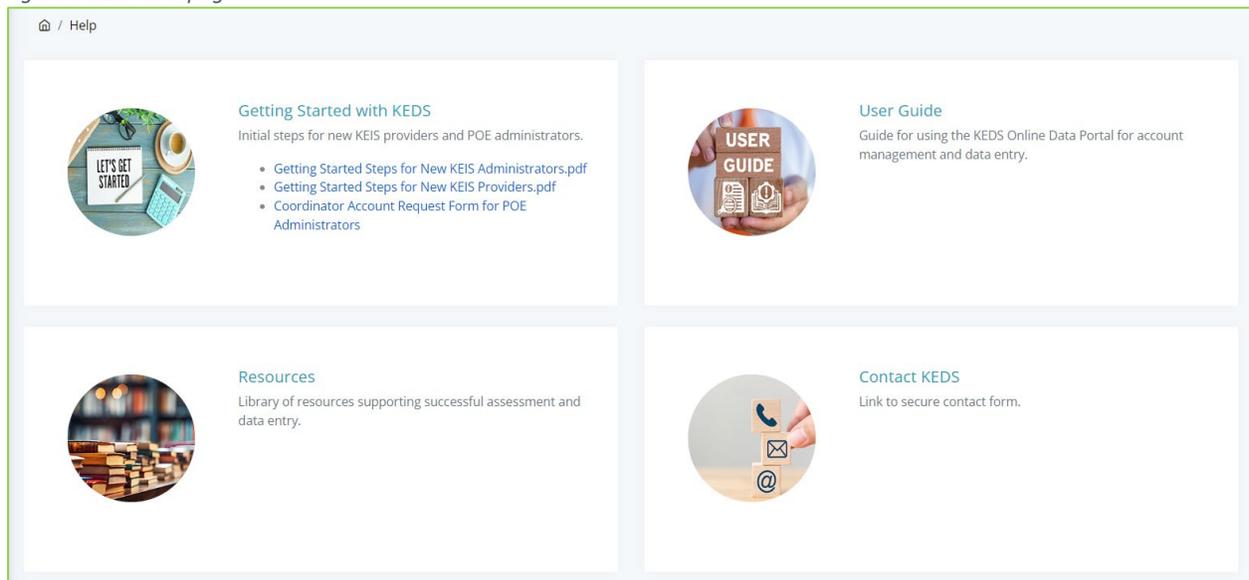
3. **Resources**

Library of resources supporting successful assessment and data entry.

4. **Contact Us**

Link to the KEDS secure messaging form.

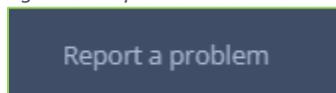
Figure 9 HELP Webpage



► Report a Problem

If you run into an issue with the website, where it is not behaving as expected, you should use the "Report a problem" link found at the bottom of the main navigation menu on the left side of the page to report the problem to KEDS. Using this link will automatically provide our team with the site data necessary to help diagnose the problem.

Figure 10 Report a Problem Link



► Additional Navigation Features

There are several additional features you can use for navigating the KEDS online data portal.

<p>1. Home Page Link Click on the KEDS logo in the upper left corner to return to the Home Page.</p> <p>2. Menu Toggle Click on the three bars at the top of the navigation menu to change to a floating menu that shrinks when not hovered over. Click on the X at the top of the menu to change back to a fixed menu.</p> <p>3. Full Screen This feature is available on all pages. Clicking on this icon will enter full-screen mode. To exit press the Esc key.</p> <p>4. Settings Users have the option to sign out of the KEDS online platform and access their user profile by clicking on the settings button.</p> <p>5. Point of Entry Selection Click on the drop-down menu to select the Point(s) of Entry to filter by. <i>Note: users will only have access to Points of Entry that have been assigned to them.</i></p>	    
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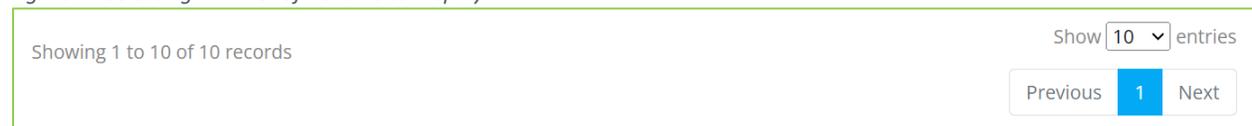
▲ Sorting Records

Records on the children, verified, and user pages can be sorted by each of the column headings by clicking on the arrows to right of the column heading. Clicking on the up arrow (↑↓) sorts the column in ascending order (A-Z) and clicking on the down arrow (↓↑) sorts it in descending order (Z-A).

▲ Displaying Records

You can modify the number of records that are displayed on the children, verified, and user pages by clicking on the drop-down selection box at the bottom of the page and choosing 10, 25, 50 or 100. The text on the bottom left of the page indicates the selection of records currently shown on the screen. Users can navigate between multiple pages of records by either clicking on the Previous and Next buttons or a specific page number on the bottom right of the page.

Figure 11 Selecting Number of Records to Display



Showing 1 to 10 of 10 records

Show 10 entries

Previous 1 Next

Section 2: Establishing POE Administrator Accounts

POE administrators must have a KEDS coordinator account to access the KEDS online data portal to create provider accounts and assign children to providers. Coordinator accounts should not be shared. **Each POE administrator must have their own unique account.**

► New KEDS Coordinator Account

Coordinator accounts for POE administrators can be created by POE administrators with existing coordinator accounts or KEDS staff. For KEDS to create an account, POE administrators needing an account should complete the KEDS Coordinator Account Request form. A link to the form can be found on the help page of the KEDS website. All coordinator account requests through KEDS will be verified with KEIS before being granted.

Note: POE administrators can only create accounts for their assigned POE. Users needing access to multiple POEs will either need to contact KEDS or the administrators for each POE.

Figure 12 New POE Administrator Links



To request an account through KEDS, complete the form by providing the following information:

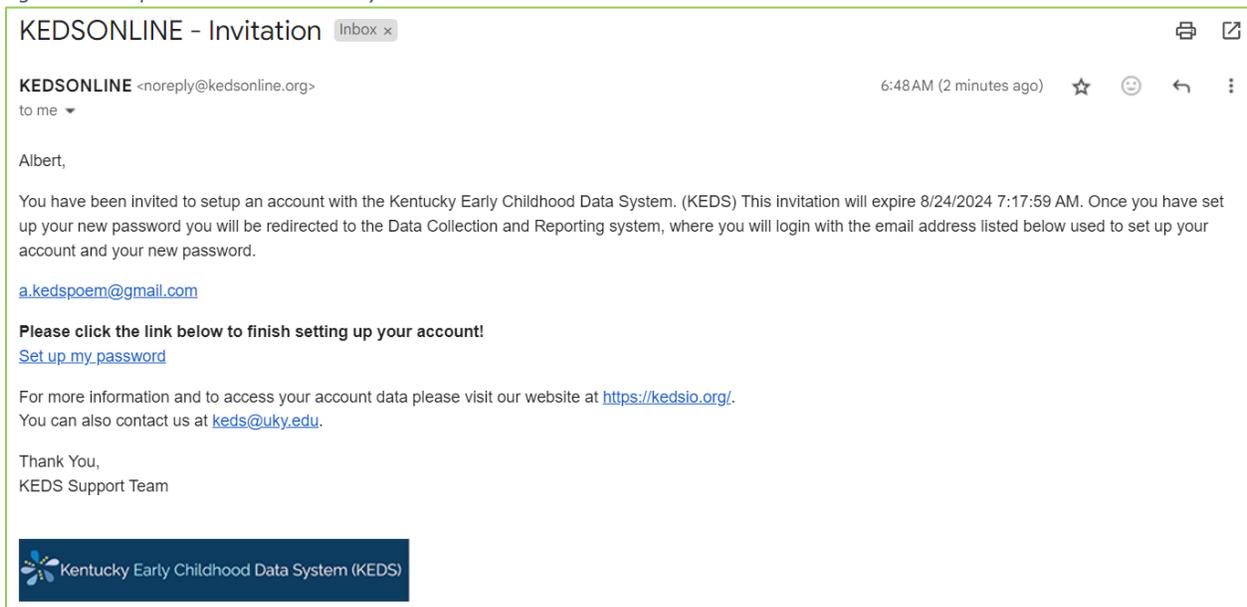
- First Name
- Last Name
- Email
- Phone Number
- Point of Entry

Figure 13 Coordinator Account Request Form

The screenshot shows the 'KEDS Coordinator Account Request Form' from the University of Kentucky. At the top left is the University of Kentucky logo. Below it, the title 'KEDS Coordinator Account Request Form' is displayed. The form contains two paragraphs of instructions: 'Complete this form to request a coordinator account in KEDS. Please note that all requests will be verified with the KIES prior to approval.' and 'KEIS providers should NOT complete this form to request a KEDS user account and should contact their POE directly instead.' Below the instructions, it says 'Please complete the following fields:' followed by four input fields labeled 'First Name', 'Last Name', 'Email', and 'Phone Number'. A blue button with '>>' is located at the bottom right of the form area.

Once your form is received, and KEDS staff have created your account, you will receive an email with the subject KEDSONLINE – Invitation. Make sure to check your spam folder if you do not see it in your inbox. Invitations expire after 15 days, after which you will need to request another invite to be sent.

Figure 14 Sample Account Introductory Email



To accept the invitation and register your account, you will need to click on the “Set up my password” link in the email. This will redirect you to a secure account registration form where you will create a password.

Once you have created your password, click continue, which logs you in to KEDS and take you back to the home page.

Figure 15 Create Password

< Cancel

New Password

Confirm New Password

Continue

➤ Coordinator Account Access

POE administrators have access to records for all children and KEIS provider user accounts in their assigned POE(s).

➤ Closing a Coordinator Account

If a POE administrator no longer needs access to KEDS, POE administrators with existing coordinator accounts can delete coordinator accounts. Alternatively, you can contact KEDS to request an account be closed.

To close a coordinator account:

1. Click the coordinator's name on the users page. This will open the user account pop-up.

Figure 16 User Account

User Account

Albert Appleton

EMAIL: a.kedspoem@gmail.com ROLE: COORDINATOR

POE: Test ADD

STATUS: ACCEPTED

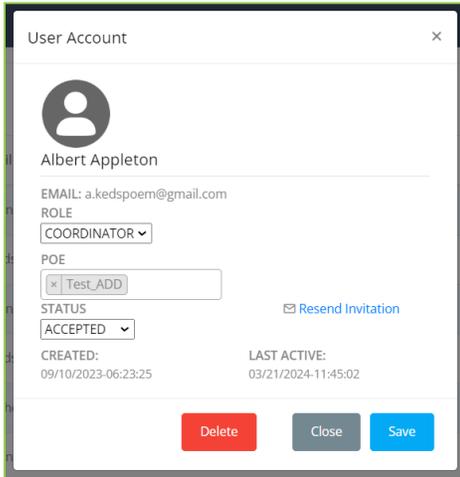
CREATED: 9/10/2023 2:23:25 PM

LAST ACTIVE: 3/21/2024 7:45:02 AM

Close Modify

2. Click the Modify button.

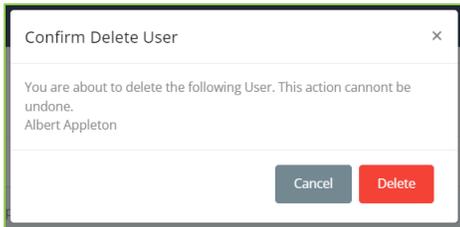
Figure 17 Modify User Account



The screenshot shows a 'User Account' form for Albert Appleton. The form includes a profile picture placeholder, the name 'Albert Appleton', and the email address 'EMAIL: a.kedspoem@gmail.com'. The 'ROLE' is set to 'COORDINATOR' and the 'POE' is 'Test_ADD'. The 'STATUS' is 'ACCEPTED' and there is a 'Resend Invitation' link. The 'CREATED' date is '09/10/2023-06:23:25' and the 'LAST ACTIVE' date is '03/21/2024-11:45:02'. At the bottom, there are three buttons: 'Delete' (red), 'Close' (grey), and 'Save' (blue).

3. Click the Delete button. A confirmation pop-up will appear.
4. Click the Delete button again to confirm the action.

Figure 18 Account Deletion Confirmation



The screenshot shows a 'Confirm Delete User' pop-up. The text inside reads: 'You are about to delete the following User. This action cannot be undone. Albert Appleton'. At the bottom, there are two buttons: 'Cancel' (grey) and 'Delete' (red).

Note: POE coordinator accounts are automatically disabled if not accessed for a period of 1 year.

Section 3: Establishing and Managing Provider Accounts (for POE administrators)

It is the responsibility of POE administrators to establish KEDS accounts for providers in their POE(s). KEDS staff neither create nor manage provider accounts. Providers must have a KEDS provider account to access the KEDS online data portal. Provider accounts should not be shared. **Each provider must have their own unique account.** Providers should contact their POE administrator for assistance with their KEDS provider accounts.

A provider may provide services in more than one POE. Therefore, a provider's account may be managed by multiple POE administrators. However, each POE administrator can only modify access to and assign children from the POE(s) for which they, the administrator, are assigned.

➤ Establishing New Provider Accounts

A provider new to KEIS will need a provider account created in the KEDS online data portal.

To create a provider account:

1. Click on the users link in the main navigation menu. This will take you to the users page.
2. Click on the Add User button at the top right of the page. A new user pop-up box will appear.

Figure 19 Add User Button

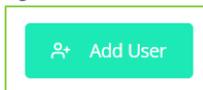
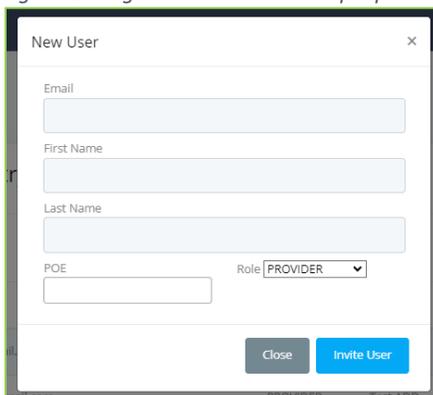


Figure 20 Register New Account Pop-Up



3. Enter the provider's email, first name, and last name in the corresponding fields.
4. Select the POE you want to add from the list. As you type in the POE field, it will filter the list of POEs for you.
5. By default, the role will already be preselected as provider.
6. Click Invite User to create the new account and send the provider an email with a link to activate their KEDS account. You will briefly see a green pop-up box at the top right of the page confirming the invite was successfully sent. The provider will now appear in the list of users with a pending status.
7. Once the provider has completed the account registration process, their status will update to accepted.

Note: If a provider states they have not received the email to activate their account, make sure they are looking in their spam folders. POE administrators can resend the invitation by clicking on the provider's name in the list of users, clicking the Modify button, and then clicking the resend invitation link.

► Adding/Removing a POE Assigned to an Existing Provider Account

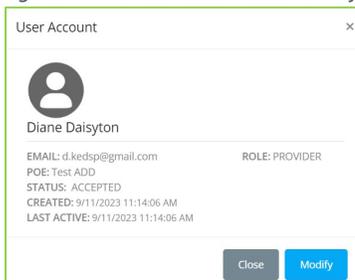
Once a provider account is created, POE administrators can add and remove the POE(s) assigned to a provider's account.

Note: This action only modifies POE assignments. It does not delete the user's KEDS account. If a provider is no longer providing any services in any POE, follow the steps for [Closing a Provider Account](#).

To modify the assigned POE(s) for an existing Provider Account:

1. From the user page, click on the provider record you wish to modify. This will open their user account profile.

Figure 21 Provider User Account Profile

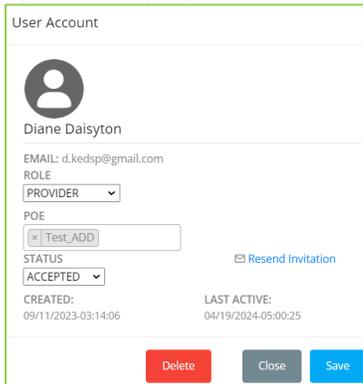


The screenshot shows a 'User Account' window for 'Diane Daisyton'. The window displays the user's name, email address (d.kedsp@gmail.com), and role (PROVIDER). It also shows the POE assigned (Test_ADD), the status (ACCEPTED), and the creation and last active dates (both 9/11/2023 11:14:06 AM). At the bottom right, there are 'Close' and 'Modify' buttons.

2. Click on the modify button. This will allow you to modify the assigned POE.

Note: POE administrators can only add/remove from the list the POE to which they are assigned.

Figure 22 Modifying Provider Account



The screenshot shows the 'User Account' window for 'Diane Daisyton' in edit mode. The role is set to 'PROVIDER' in a dropdown menu. The POE field contains 'Test_ADD'. There is a 'Resend Invitation' link. The status is 'ACCEPTED' in a dropdown menu. The creation and last active dates are shown. At the bottom, there are 'Delete', 'Close', and 'Save' buttons.

3. To add a POE, select the POE you want to add from the list. As you type in the POE field, it will filter the list of POEs for you.
4. To remove a POE, click on the x in front of the POE name you wish to remove.
5. Click Save.

► Provider POE Access

Providers only have access to the children assigned to them by their POE administrator(s).

► Closing a Provider Account

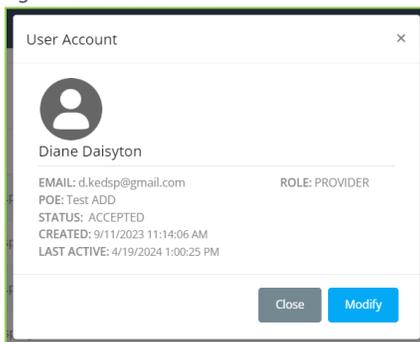
POE administrators with existing coordinator accounts can delete provider accounts. Alternatively, you can contact KEDS to request an account be closed.

Provider accounts should only be closed when the provider is no longer providing services through KEIS. If a provider is no longer providing services within a previously assigned POE, but is still eligible to provide services through KEIS, follow the instructions under [Adding/Removing a POE Assigned to an Existing Provider Account](#) to remove an assigned POE. This will remove them from the list of users for that POE but maintain their KEDS provider account.

To close a provider account:

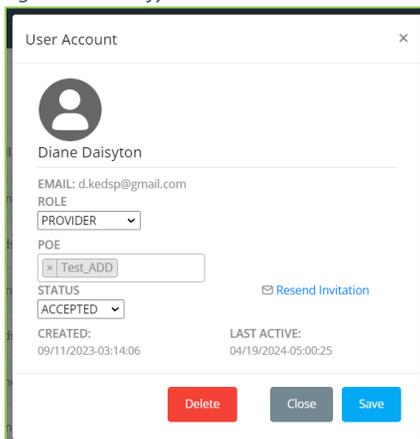
1. Click the provider's name on the Users page. This will open the User Account pop-up.

Figure 23 User Account



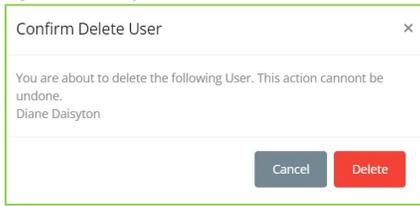
2. Click the Modify button.

Figure 24 Modify User Account



3. Click the Delete button. A confirmation pop-up will appear.
4. Click the Delete button again to confirm the action.

Figure 25 Confirm Deletion



Note: Provider accounts are automatically disabled if not accessed for a period of 1 year.

Section 4: Establishing Provider Accounts (for providers)

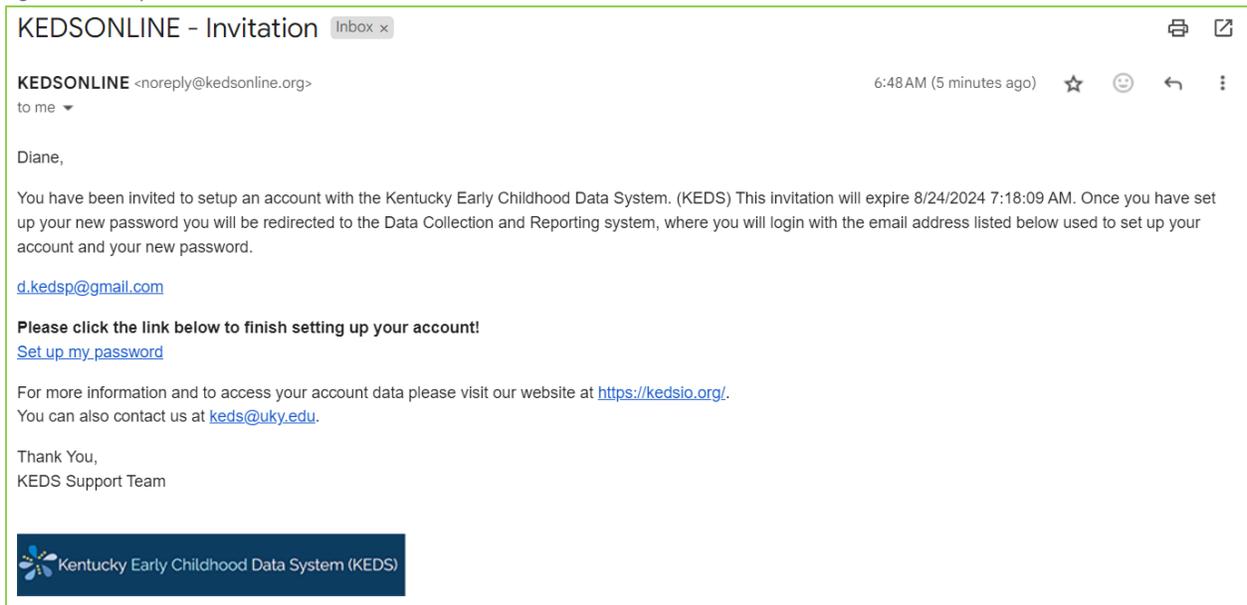
It is the responsibility of POE administrators to establish KEDS accounts for providers in their POE(s). **KEDS staff neither create nor manage provider accounts.** Providers must have a KEDS user account to access the KEDS online data portal. Provider accounts should not be shared. **Each provider must have their own unique account.** Providers should contact their POE administrator for assistance with their KEDS user account.

A provider may provide services in more than one POE. Therefore, a provider’s account may be managed by multiple POE administrators. However, each POE administrator can only modify access to and assign children for their POE.

➤ Establishing Provider Accounts

Once a POE administrator has created a provider account in the KEDS online data portal, you will receive an email with the subject KEDSONLINE – Invitation. Make sure to check your spam folder if you do not see it in your inbox. Invitations expire after 15 days, after which you will need to request another invite to be sent.

Figure 26 Sample KEDS Account Invitation Email



To accept the invitation and register your account, you will need to click on the “Set up my password” link in the email. This will redirect you to a secure account registration form where you will create a password.

Once you have created your password, click continue, which logs you in to KEDS and take you back to the home page.

Figure 27 Create Password

The image shows a mobile application screen for creating a password. At the top left, there is a back arrow and the text 'Cancel'. In the center, there is a 3D cube icon. Below the icon, the text 'New Password' is followed by a text input field containing the placeholder text 'New Password'. Below that, the text 'Confirm New Password' is followed by another text input field containing the placeholder text 'Confirm New Password'. At the bottom center, there is a blue button with the text 'Continue'.

Section 5: KEIS Administrator Accounts

KEIS staff are provided with KEIS accounts in KEDS which provide read-only access to all POEs and child records in the KEDS online data portal. KEIS staff should contact KEDS for assistance with establishing accounts.

Section 6: Accessing the KEDS Online Data Portal

Users will need a KEDS account before accessing the portal.

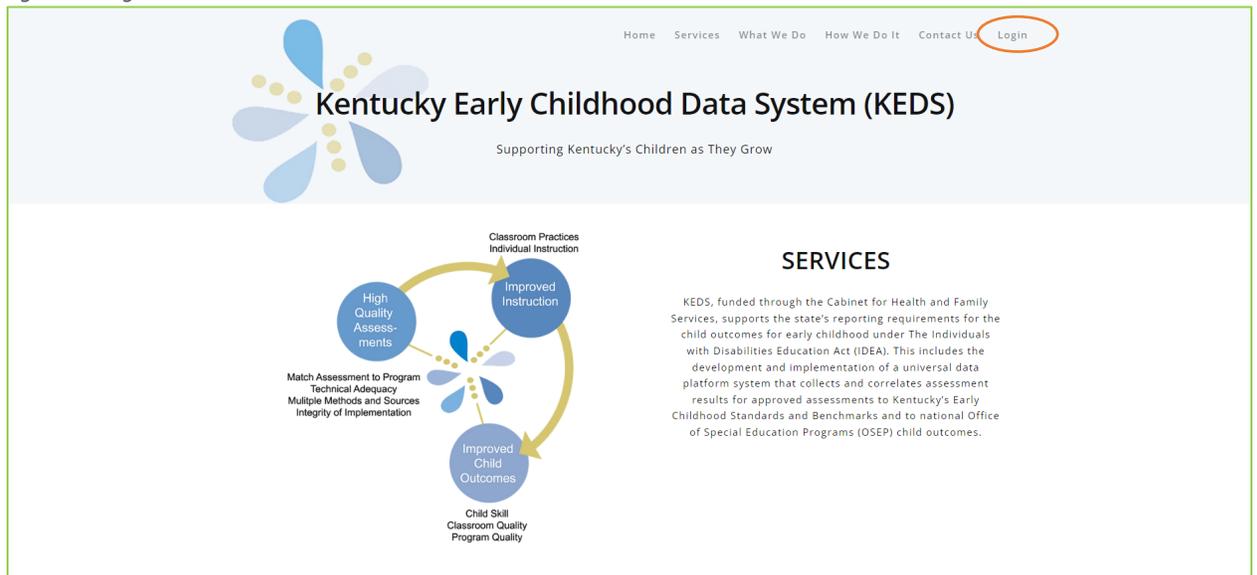
➤ Accessing the KEDS Online Data Portal

To access the KEDS online data portal, go to the KEDS website: www.kedsio.org. This will take you to the Home Page of the KEDS online data portal where you will enter your login credentials.

➤ Logging In

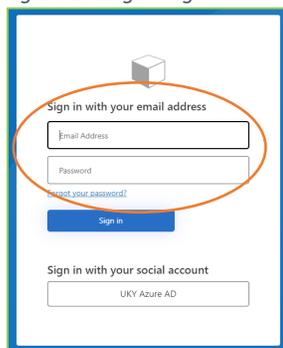
1. To log in to the KEDS online data portal, click on the login button on the Home Page.

Figure 28 Login Button



2. Enter your email address and password. Then click the Sign in button.

Figure 29 Login Page



➤ Locked Accounts

Accounts will be locked after 10 unsuccessful tries to enter the portal. Clicking on the Forgot your password? link will reset your account and allow you to select a new password.

➤ Password Help

Please keep your username and password in a safe place. Due to security restrictions, KEDS does not allow POE administrators or KEDS staff to view or change passwords.

If you are having difficulties accessing your account, click on the [Forgot your password?](#) link to reset your account. If you are still unable to access your account, please contact KEDS.

➤ Change Email Address or Password

You can change your email or password at any time.

To change your email or password:

1. Click on the settings icon on the top right side of the page.
2. Then click on Profile. Click on the Change Password link.
3. Enter your email when prompted and click on the Send verification code button. This will send a verification code with the subject “HDIUKY account email verification code” to your email.
4. Enter the verification code when prompted and click the Verify code button. If you did not receive a code, you can click on the Send new code button.
5. If you would like to change your email, click on the Change e-mail button. Otherwise, click Continue.
6. Enter your new password where prompted, then click Continue.

Figure 30 Accessing User Profile

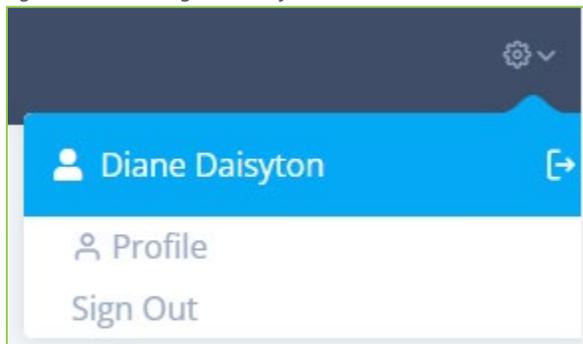
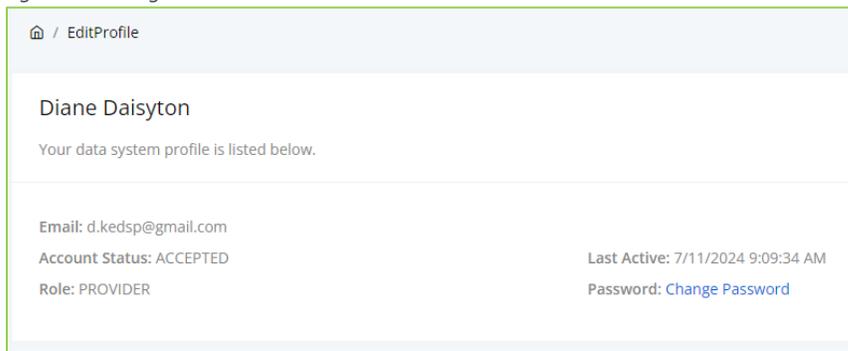


Figure 31 Change Password Link



► Logging Out

To protect the privacy of child data, it is strongly recommended that you log out if you will be away from your computer for any length of time. KEDS will automatically log you out after 20 minutes of inactivity.

To logout, click on the settings icon at the top right of your page, then click Sign Out.

Figure 32 Sign Out Confirmation



Section 7: Assigning Children to Providers (POE administrators)

POE administrators are responsible for assigning children to individual provider accounts in the KEDS online data portal. This step is only required when a provider needs access to child records. When a provider logs into the KEDS online data portal, they will only see those children assigned to their account by the POE administrator. **Please note that KEDS staff cannot assign children to providers.**

➤ Assigning Children to Providers

To assign children to a provider:

1. Click on the children link in the navigation menu to open the children page.
2. Select the child or children you want to assign, by clicking the check box next to each child's TOTSID number.
3. Once you have clicked on all the children you wish to assign to a particular provider, click on the Assign Provider selection box at the top of the page and choose the provider you would like to assign them to from the dropdown menu.

Figure 33 Select Children and Assign Provider



4. The provider's name will then appear in the provider column for the selected child records.

➤ Unassigning Children to Providers

To unassign children to a provider:

1. Click on the children link in the navigation menu to open the children page.
2. Select the child or children you want to unassign, by clicking the check box next to each child's TOTSID number.
3. Once you have clicked on all the children you wish to unassign a provider, click on the Assign Provider selection box at the top of the page and choose [Clear Assigned] from the dropdown menu.
4. The provider's name will no longer appear in the Provider column for the selected child records.

➤ Changing Provider Assignment

To change the provider assigned to children:

1. Click on the children link in the navigation menu to open the children page.
2. Select the child or children you want to reassign to a different provider, by clicking the check box next to each child's TOTSID number.
3. Once you have clicked on all the children you wish to reassign, click on the Assign Provider selection box at the top of the page and choose a new provider from the dropdown menu.
4. The newly selected provider's name will appear in the provider column for the selected child records.

► Viewing Children Not Assigned to a Provider

You can sort the list of children to easily identify children that do not have a provider assigned. Click on the provider column heading so that the up arrow is shaded (↑↓). This will sort the children in ascending order by assigned provider. All unassigned children will appear at the top of the list.

Figure 34 Example of Unassigned Children

Children in TEST ADD Point of Entry

UPDATE SELECTED

Search:

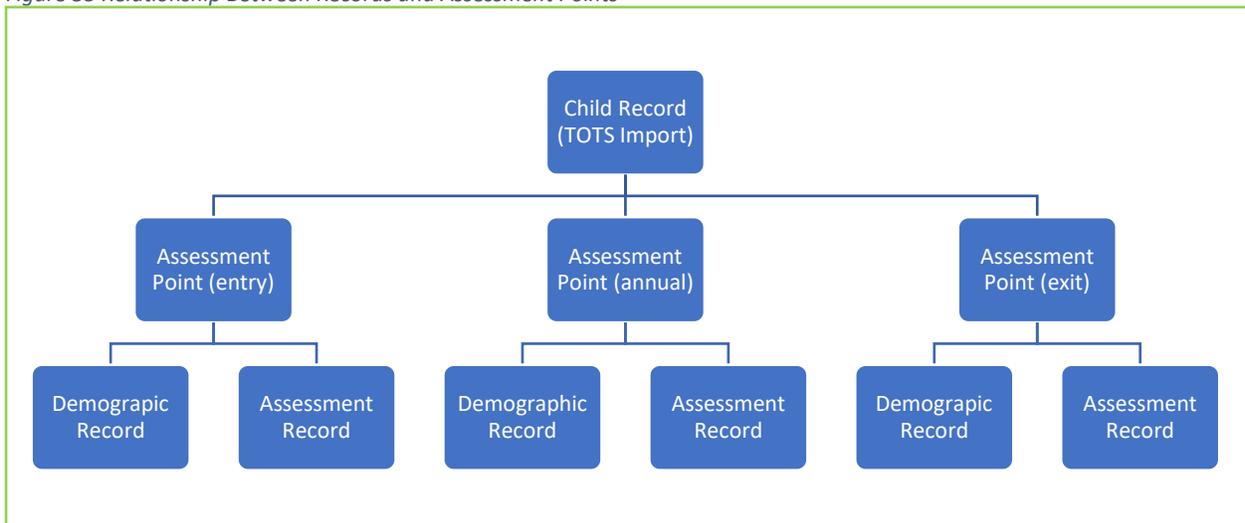
TOTS ID	First Name ↑↓	Last Name ↑↓	County ↑↓	Provider ↑↓	Modified Date ↑↓
<input type="checkbox"/> 999995	Asher	Test	TestCounty		2023-07-26
<input type="checkbox"/> 999996	Abigail	Test	TestCounty		2023-07-26
<input type="checkbox"/> 999910	June	Test	TestCounty	Albert Appleton	2023-07-26
<input type="checkbox"/> 999991	John	Test	TestCounty	Diane Daisyton	2023-07-26

Section 8: Assessment Points

Child records are automatically created in KEDS as data is imported from TOTS. Each child will have a single child record. When a 5AA assessment is completed, the assigned provider creates an assessment point for the child's record in KEDS. A separate assessment point is created each time an assessment (e.g., entry, annual, and discharge) is completed. Each assessment point contains two records, the demographic and assessment records. A child may have multiple assessment points, but each will only have one demographic, and one assessment record tied to it.

Information relating to demographic and assessment data entry is located in [Section 9: Entering Demographic Data in KEDS](#) and [Section 10: Entering Assessment Data in KEDS](#).

Figure 35 Relationship Between Records and Assessment Points

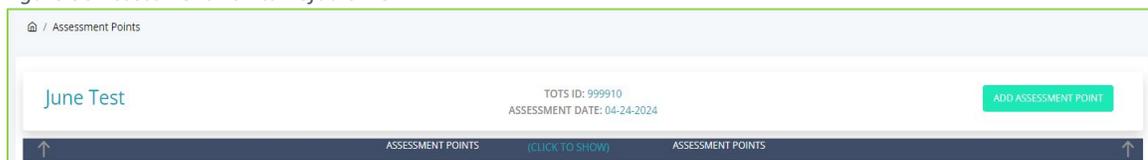


➤ Accessing Assessment Points

To access a child's assessment points:

1. Start by clicking on children in the navigation menu on the left side of the page. This will open the children page which lists all the child records.
2. Clicking on a Child ID will open the assessment points page for the selected child. By default, the most recent record is displayed.
3. The child's name, TOTS ID, and the assessment date for the record being displayed are visible at the top of the page.

Figure 36 Assessment Points Default View



► Navigating List of Assessment Points

By default, the most recent assessment point is displayed when the assessment points page is opened. To view the full list of assessment points for a child, click on the (CLICK TO SHOW) link on the dark blue line between “ASSESSMENT POINTS.”

Figure 37 Child Record Page with Assessment Points Hidden (Default View)

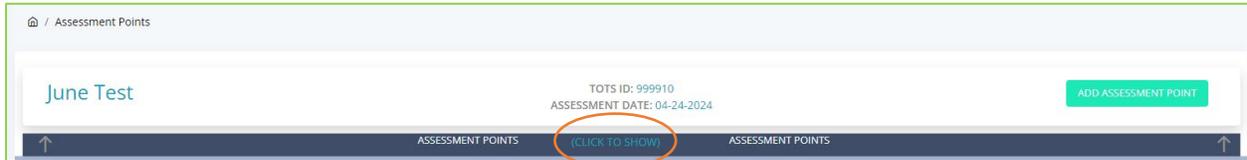


Figure 38 Child Record Page with Assessment Points Shown

ID	ASSESSMENT DATE	TYPE	ASSESSMENT	FINALIZED
fc5c49b6	10/24/2023	Entry	The Carolina Curriculum	NO
f1cae7d0	09/03/2023	Entry	AEPS 3	YES
16699db1	08/14/2023	Discharge	HELP Strands	NO
e7fe88b6	08/02/2023	Entry	HELP Checklist	NO

When the assessment points are displayed, you can view the following fields for each assessment record:

- ID (unique id automatically generated by KEDS)
- ASSESSMENT DATE (assessment date)
- TYPE (assessment type)
- ASSESSMENT (assessment tool)
- FINALIZED (whether demographic and assessment data entry have been completed)

► Adding a New Assessment Point

Each time a 5AA assessment is completed (e.g., at entry, annual, and exit) a new assessment point should be created in KEDS.

To create a new assessment point:

1. Click on the Add Assessment Point button at the top right of the Assessment Points page.

Figure 39 Add Assessment Point Button



Note: The assessment point will only be saved once the demographic record is completed and saved. Information on completing the demographic record is found in [Section 9: Entering Demographic Data in KEDS](#).

► Finalized Assessment Points

Once both demographic and assessment records are complete, the assessment point is automatically finalized. The finalization status will be updated on both the assessment point record as well as the demographic record. Additionally, a verification key will be automatically generated by KEDS and shared with TOTS.

Finalized records automatically lock when the save button is clicked or when the record is closed. When locked, an unlock button will replace the Delete and Save buttons on the demographic and assessment records. If you need to make changes to a finalized assessment, click the Unlock button. After making edits, you will need to click the save button to save your changes and relock the assessment.

Note: Changes made after an assessment has been downloaded will not be included in the analyses.

Figure 40 Assessment Point Indicating Finalized Record

ID	ASSESSMENT DATE	TYPE	ASSESSMENT	FINALIZED
f1cae7d0	09/03/2023	Entry	AEPS 3	YES

Figure 41 Examples of Assessment Point Finalization Statuses on Demographic Record Page

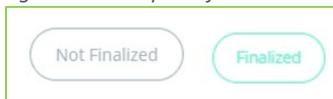
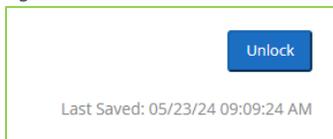


Figure 42 Locked Assessment Point Record



► Deleting an Assessment Point

There may be times that you need to delete an assessment point, such as if you:

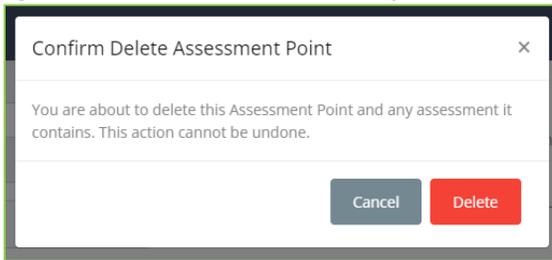
- entered information for the wrong child, or
- made multiple mistakes and would like to start over.

Note: Deleting an assessment point will delete both the demographic and assessment records tied to the selected assessment point.

To delete an assessment point:

1. Click on the Delete button on the demographic tab. This will delete both the demographic and assessment data from the child's record.
2. A message will be displayed after clicking on the delete button that warns the demographic and assessment data will be deleted and that this action cannot be undone.

Figure 43 Assessment Point Deletion Confirmation



3. Clicking delete again will complete the action. A green pop-up box will be displayed briefly to confirm the deletion.

Section 9: Entering Demographic Data in KEDS

KEDS collects demographic data for all children with records imported from TOTS. Child demographic records are received from TOTS and KEDS updated twice weekly, typically on Monday and Thursday mornings. Thus, it can take time for newly enrolled children to appear in KEDS. The date KEDS last received data from TOTS is posted on the dashboard page.

To access a demographic record for an assessment point record:

1. Click on children in the navigation menu on the left side of the page. This will open the children page.
2. Click on a Child ID to open the selected child's assessment points and data records.
3. To start a new assessment point, click on the ADD ASSESSMENT POINT button at the top of the page.
4. To edit an existing assessment point, select an assessment point from the list by clicking on it.

All demographic data for a child appears in the demographic record tab on the assessment points page. Demographic data fields are either imported from TOTS, entered directly in KEDS, or automatically generated by the KEDS system. Detailed information for each of the demographic data fields can be found in [Table 2 Child Demographic Field Descriptions and Definitions](#) at the end of this section.

Note: The demographic record must be saved before assessment scores can be entered.

Figure 44 Demographic Record

The screenshot shows the 'Demographic Record' form for an assessment point titled 'June Test'. The form is divided into two main sections: 'ASSESSMENT INFORMATION' and 'AREAS OF CONCERN'. The 'ASSESSMENT INFORMATION' section includes fields for Name (June Test), Provider Assigned (Albert Appleton), Assessment Date (mm/dd/yyyy), Assessment Point, and Assessment Chosen. The 'AREAS OF CONCERN' section includes dropdown menus for Cognitive, Expressive Communication, Receptive Communication, Gross Motor, Fine Motor, Adaptive, and Social Emotional. A 'Not Finalized' button is located in the top right corner of the form area. At the bottom right, there are 'Delete' and 'Save' buttons. The last saved date is 06/14/24 02:09:54 PM.

ASSESSMENT INFORMATION	AREAS OF CONCERN
Name: June Test	Cognitive: [Dropdown]
Provider Assigned: Albert Appleton	Expressive Communication: [Dropdown]
Assessment Date: mm/dd/yyyy	Receptive Communication: [Dropdown]
Assessment Point: [Dropdown]	Gross Motor: [Dropdown]
Assessment Chosen: [Dropdown]	Fine Motor: [Dropdown]
	Adaptive: [Dropdown]
	Social Emotional: [Dropdown]

➤ Data Fields Imported from TOTS

Child demographic data are imported from TOTS into the KEDS online data portal twice weekly. The date and time of the most recent import is displayed on the dashboard in KEDS. These fields cannot be edited in the KEDS online data portal. Any changes must be made directly in TOTS.

Fields imported from TOTS and displayed in KEDS include:

- TOTS ID
- First Name*
- Last Name*
- County

* The First Name and Last Name field imported from TOTS are combined and shown as Name in KEDS.

It is essential that the record in TOTS be accurate for the record to properly import into KEDS. When entering a record in TOTS, it should be thoroughly reviewed for accuracy and typos, especially in the county and date fields.

➤ Data Fields Collected Directly in KEDS

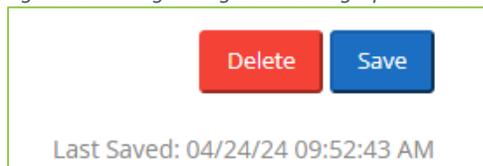
The data for the following fields are entered directly into the KEDS online data portal and include:

- Assessment Date
- Assessment Point
- Assessment Chosen
- Areas of Concern

➤ Updating Fields Collected Directly in KEDS

Fields collected directly in KEDS will be blank when an assessment point is created. You can manually enter the assessment date or click on the calendar icon to select a date. To enter data in the other fields, click on the arrow for the dropdown box and select the appropriate response. Then click on the Save button at the bottom of the page. You must enter a response for each of the fields before the demographic record can be saved. The date the demographic record was last updated and saved is recorded below the Save button.

Figure 45 Saving Changes to Demographic Records



Note: the demographic record must be completed and saved before data entry for the assessment item scores can begin.

► Missing Child Records

Providers who are missing children on the children page should contact their POE administrator as they are responsible for the assignment of children to providers. If the POE administrator is unable to locate a child record, they should contact KEDS through the secure contact form found on the help page of the KEDS website.

NOTE: A separate form will need to be submitted for each missing record.

► Child Demographic Fields: Descriptions and Definitions

Table 1 provides a description of each of the demographic fields collected in the KEDS online data portal, identifies which fields can be edited in KEDS, and the source. Data for the fields are imported from TOTS, collected directly in KEDS, or autogenerated by the KEDS system.

Table 2 Child Demographic Field Descriptions and Definitions

Field	Description	Editable in KEDS	Source
Name	Child's first and last names.	No	TOTS
Provider Assigned	Provider assigned to child by POE administrator.	Yes	KEDS Online
Assessment Date	Date assessment was completed.	Yes	KEDS Online
Assessment Point	Assessment point. Options: <ul style="list-style-type: none"> • Entry • Six Month • Annual • Discharge • Did Not Qualify 	Yes	KEDS Online
Assessment Chosen	Assessment type. Options: <ul style="list-style-type: none"> • AEPS®-3 • CCITSN • HELP Checklist • HELP Strands 	Yes	KEDS Online
Areas of Concern	Identifies the level of developmental concern for seven areas of development including: Cognitive, Expressive Communication, Receptive Communication, Gross Motor, Fine Motor, Adaptive, and Social/Emotional. Options: <ul style="list-style-type: none"> • No Concerns • Minor Concerns • Major Concerns 	Yes	KEDS Online
Last Saved	Shows the date and time the Demographic Record was last saved.	No	Automatically generated by KEDS

Section 10: Entering Assessment Data in KEDS

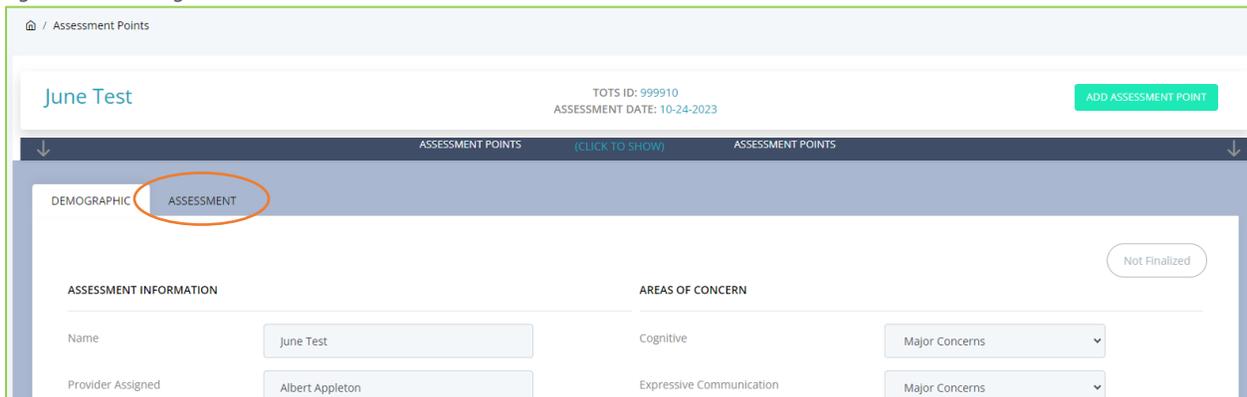
Data for the following approved assessments is entered directly into the KEDS online data portal:

- Assessment, Evaluation and Programming System for Infants and Children, Third Edition (AEPS®-3; Bricker et al., 2022),
- Carolina Curriculum for Infants and Toddlers with Special Needs (CCITSN; Johnson-Martin et al., 2004), and
- Hawaii Early Learning Profile (HELP; Parks, 2006).

To access an assessment record for an assessment point record:

1. Click on children in the navigation menu on the left side of the page. This will open the children page.
2. Click on a Child ID to open the selected child's assessment points and data records.
3. To start a new assessment point, click on the ADD ASSESSMENT POINT button at the top of the page. You will need to complete and save the demographic record before you will be able to enter assessment scores.
4. To edit assessment scores for an existing assessment point, select an assessment point from the list by clicking on it.
5. Then click on the assessment tab.
6. If you need to go back to the demographic record, click on the demographic tab to switch views.

Figure 46 Selecting the Assessment Record



The screenshot shows the 'June Test' assessment record in the KEDS online data portal. The page title is 'June Test' and the TOTS ID is 999910. The assessment date is 10-24-2023. There is an 'ADD ASSESSMENT POINT' button in the top right corner. The page has a navigation menu with 'DEMOGRAPHIC' and 'ASSESSMENT' tabs. The 'ASSESSMENT' tab is selected and highlighted with an orange circle. Below the tabs, there is a 'Not Finalized' button. The page is divided into two main sections: 'ASSESSMENT INFORMATION' and 'AREAS OF CONCERN'. The 'ASSESSMENT INFORMATION' section has two rows: 'Name' with the value 'June Test' and 'Provider Assigned' with the value 'Albert Appleton'. The 'AREAS OF CONCERN' section has two rows: 'Cognitive' with a dropdown menu set to 'Major Concerns' and 'Expressive Communication' with a dropdown menu set to 'Major Concerns'.

Figure 47 Assessment Record



➤ Viewing Assessment Domains, Subdomains, Items and Scoring Options

By default, the assessment record displays a header for each of the domains.

Figure 48 CCITSN Domain Header Example



▲ Expanding Domains to View Subdomains and Items

Clicking on the domain header will expand the domain and show the subdomain sections and the individual items for each subdomain.

Figure 49 Expanded View Showing Domain (circled), Subdomain (arrow), and Items (bracket) Using CCITSN Assessment as Example

PERSONAL SOCIAL												
1	Self-Regulation & Responsibility		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A
0 - 3 a.	Stops crying when sees or touches bottle or breast		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
b.	Can be comforted by being spoken to, held, or rocked		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
c.	Calms when swaddled		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
3 - 6 d.	Comforts self		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
6 - 9 e.	Entertains self with toys for short periods of time		<input type="radio"/>	+	<input type="radio"/>	+/-	<input checked="" type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A
9 - 12 f.	Moves away from the primary caregiver who is in same room		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
12 - 15 g.	Moves partially out of the primary caregiver's sight for short periods of play		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
h.	Gets toys to play with from a box or shelf of toys		<input type="radio"/>	+	<input checked="" type="radio"/>	+/-	<input type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A
15 - 18 i.	Plays alone with toys for 15 minutes		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
18 - 21 j.	Puts away toys in correct places		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
k.	Explores		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
21 - 24 l.	Tolerates being taken into a variety of environments		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
24 - 30 m.	Avoids common dangers		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
n.	Plays comfortably in a small group of children		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A
30 - 36 o.	Knows what toys can and cannot do and uses them appropriately		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input checked="" type="radio"/>	+A	<input type="radio"/>	+/-A

▲ Collapsing Levels

After domains, subdomains, and items are expanded, clicking on the domain name will collapse the associated domain, subdomains, and items.

▲ Showing Only Unscored Assessment Items

Checking the “Unscored Only” box will filter the assessment data entry form so that only unscored items and the corresponding subdomain headers are shown. As items are scored, they will no longer be displayed. Unselecting the box will remove the filter and show all items.

Figure 50 Example of Unscored Only Selected with No Unscored Items in the Personal-Social Domain and Some Unscored Items in the Cognition Domain of the CCITSN Assessment

PERSONAL-SOCIAL												
PERSONAL-SOCIAL												
COGNITION												
5	Attention & Memory: Visual/Spatial		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A
0 - 3 a.	Visually fixates for at least 3 seconds		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A
b.	Visually tracks object horizontally (from side to side)		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A
c.	Visually tracks object vertically (from head to stomach)		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A
d.	Visually tracks object in a circle		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A
e.	Gaze lingers where object or person disappears		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A
f.	Shows anticipation of regularly occurring events in everyday care		<input type="radio"/>	+	<input type="radio"/>	+/-	<input type="radio"/>	-	<input type="radio"/>	+A	<input type="radio"/>	+/-A

► Assessment Data Entry

To enter assessment data:

1. Click on the domain header to expand the domain so that items are visible.
2. You can score items individually by clicking on the circle to the left of the appropriate score at the end of the item description.

Figure 51 Individual Item Scoring Using AEPS®-3 as Example

<input type="radio"/> 0	<input type="radio"/> 1 AI	<input type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2
<input checked="" type="radio"/> 0	<input type="radio"/> 1 AI	<input type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2
<input type="radio"/> 0	<input checked="" type="radio"/> 1 AI	<input type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2
<input type="radio"/> 0	<input type="radio"/> 1 AI	<input checked="" type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2
<input type="radio"/> 0	<input type="radio"/> 1 AI	<input type="radio"/> 1 I	<input checked="" type="radio"/> 1 A	<input type="radio"/> 2

3. Alternatively, you can assign a single score to an entire section/domain by clicking on the circle to the left of the appropriate score in the domain header.

Figure 52 Single Click Domain Scoring Using AEPS®-3 as Example

<input checked="" type="radio"/> 0	<input type="radio"/> 1 AI	<input type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2
<input checked="" type="radio"/> 0	<input type="radio"/> 1 AI	<input type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2
<input checked="" type="radio"/> 0	<input type="radio"/> 1 AI	<input type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2
<input checked="" type="radio"/> 0	<input type="radio"/> 1 AI	<input type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2
<input checked="" type="radio"/> 0	<input type="radio"/> 1 AI	<input type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2
<input checked="" type="radio"/> 0	<input type="radio"/> 1 AI	<input type="radio"/> 1 I	<input type="radio"/> 1 A	<input type="radio"/> 2

4. Scoring progress for the assessment is indicated in the progress bar at the top of the assessment record. As scores are entered for items/subitems, the green bar and percentage complete will progress. There is also an item count display that indicates the number of items scored for an assessment.

Figure 53 Example of an Assessment in Progress

Assessment Points

June Test

TOTS ID: 999910
ASSESSMENT DATE: 08-14-2023

ADD ASSESSMENT POINT

ASSESSMENT POINTS (CLICK TO SHOW) ASSESSMENT POINTS

DEMOGRAPHIC ASSESSMENT

June Test

Assessment: HELP Strands

Assessment Date: 8/14/2023

Items Scored 9/753

1% Complete

Last Saved: 02/26/24 10:42:15 AM

5. Continue these steps until all assessment items are scored. Once the assessment is complete, the assessment status indicator will show “100% Complete,” the progress bar will be fully colored in, and the count of Items Scored will include all items.

Figure 54 Example of Complete Assessment



► Saving Scores

Assessment scores are automatically saved when selected. You can also click on the Save button to save the assessment, but it is not required.

► Modifying Scores

To change a score that has already been selected for an item, click on one of the other scores for that item to select an alternative score. To unselect a score, click on the selected score.

Note: If you are not already on the item, you will need to first select the item and then click on it a second time to unselect the score. Changes will automatically be saved.

► Deleting an Assessment

There may be times that you need to delete an assessment record, such as if you:

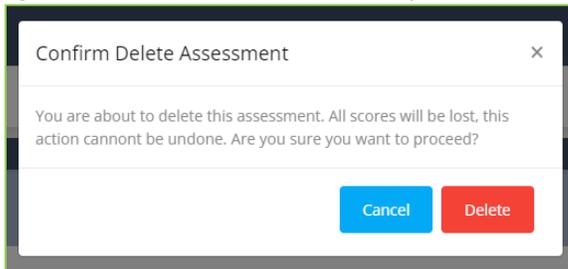
- selected the wrong assessment,
- entered the wrong assessment for a child, or
- made multiple mistakes and would like to start over.

Note: Deleting an assessment record will delete only the assessment data tied to the selected assessment point. Neither the assessment point nor the corresponding demographic record will be deleted.

To delete an assessment record:

1. Click on the Delete button on the assessment record tab. This will delete the assessment record from the child's record.
2. A message will be displayed after clicking on the delete button that warns the assessment data will be deleted and that this action cannot be undone.

Figure 55 Assessment Record Deletion Confirmation



3. Clicking delete again will complete the action. A green pop-up box will be displayed briefly to confirm the deletion.