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

California Department of Education

Early Education Division

EED-4004, March 2022

## Instructions for Completing the Following

### Desired Results Development Profile (DRDP) (as directed in the DRDP instructions, which are embedded in the DRDP forms)

TheDesired Results Developmental Profile–Preschool View can be found at: <https://www.desiredresults.us/desired-results-system/drdp-instrument-and-forms>.

* Complete a program-level (not a classroom level) Summary of Findings and Program Action Plan

### Required Contractor Information

* Contractor Legal Name
* Planning Date
* Lead Planner Name and Position

### Summary of Findings and Program Action Plan

* Contractors serving children in a Family Childcare Home Education Network (FCCHEN) are to complete the DRDP–Preschool View for children receiving services through the CSPP FCCHEN

**Key Findings**

* To determine key findings, compile the information from **all** of the individual classroom or family childcare home DRDPs.
* If the center-based contractor has multiple sites
* First compile the information by site
* And then at the program level
* FCCHENs may collect information from each family child care home and first compile the information by:
* Each designated teacher case load assignment (similar to a   
  center-based *site*)
* And then compile the information at the program level
* Look for trends or patterns in the DRDP data to identify overall strengths and areas needing improvement at the domain level
* Use this information to identify and write at least one (1) key finding in the row labeled “Key Findings from Developmental Profiles”

### Educational Goal(s)

* Define at least one goal at the domain level to address important issues regarding the educational needs of children identified in the key findings

### Action Steps

* Develop and write attainable action steps to achieve the program’s goal(s)
* The action steps should identify a variety of strategies to achieve the goal such as:
* Activity planning
* Curriculum modifications
* Materials required
* Staff or program schedules
* Child-staff interactions
* Classroom use of space
* Professional development
* Parent education

CDE publications and resources are available to assist in the development of Action Steps and are located on the Publications Web site at <http://www.cde.ca.gov/sp/cd/re/cddpublications.asp>.

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

* 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

## Desired Results Developmental Profile – Summary of Findings

### Program Action Plan - Educational Goals

**Contractor Legal Name:** [Enter Contractor Legal Name]

**Planning Date:** [Enter Planning Date]

**Lead Planner Name and Position:** [Enter Lead Planner Name and Position]

Review the Desired Results Developmental Profile Summary of Findings at the Program or FCCHEN level and plan for the areas that your agency will focus on. Each contractor should have a program level plan and action steps. Include this information below.

**Key Findings by Domain from the Developmental Profiles**

* **Where is the program now?**

[Enter where is the program is now]

**Educational Program Goal(s)**

* **Where does the program want to be?**

[Enter where does the program want to be]

**Action Steps** (i.e. address activity planning, curriculum modifications, materials required, staff or program schedules, child-staff interactions, classroom use of space, professional development, parent education, and/or community outreach)

* **How does the program get there?**

[Enter how the program will get there]

**Expected Completion Date and/or Ongoing Implementation and Persons Responsible**

* **By When?**

[Enter by when]