How to complete eDIT assessments

Overview: Completing an eDIT

There are five sequential components to completing an eDIT for a child or young person with additional needs using the new digital platform:

1. New Profile	2. Setting Readiness	3. Needs Profiling	4. Home Confidence	5. Support Planning

Setting Readiness provides a whole school view of the support that you can provide children and young people with additional needs. Once agreed, setting readiness ratings will remain the same for each child or young person until the school or setting changes its interventions or level of skills – though in some cases, reviewers may want to change their readiness rating to suit individual children/ young people's needs . It is recommended that setting readiness ratings are reviewed annually.

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1)How to create a new profile for a child or young person on eDIT

This section explains how to create a new profile and enter basic information for a child or young person with additional needs at your school or setting on eDIT Online:

1. Start by selecting 'Children and Young People' on the left hand menu.
2. You can then create a new profile by selecting + in the top right-hand corner of the screen.

1) How to create a new profile for a child or young person on eDIT

3. A 'Create Child' pop-up will appear for you to enter the basic details of the child or young person.

There are 4 sections that you need to complete:

- Basic Information
- Background Information
- Admission Details
- Special Educational Needs

4. Select 'Add Child' at the bottom. This will save the information and add the child or young person's profile to your records.

2) How to complete the Setting Readiness section for your school/setting

This section explains how to complete the Setting Readiness section for your school or setting on eDIT Online.

2. Please check the following information before you get started:

a) If you work with more than one school/setting, ensure that you select the right education provision using the drop-down menu under 'School';

b) and ensure that you select the correct version of the eDIT tool – the 'Early Years' version for children under 5 years old, or the '5-25' version.

2) How to complete the Setting Readiness section for your school/setting

3. You are now ready to complete the Setting Readiness section - this should be completed in discussion with senior staff members, including the school SENDCO and anyone else you feel needs to be involved.

4. The eDIT tool has five domains of need; you must provide a setting readiness rating for each one. Click on each heading to access the support prompts for five need domains, starting with 'Communication and Interaction'.

2) How to complete the Setting Readiness section for your school/setting

5. Review the support prompts under 'Communication and Interaction'; these are rated from 1-2 (lowest level of Setting Readiness) to 9-10 (highest level of Setting Readiness).

6. Decide the setting readiness rating that most closely corresponds to the type of support that your school or setting is able to provide.

7. Enter your final Setting Readiness rating using the drop-down box.

8. Click 'Save Changes' and repeat this step in the same way for the other domains of need.

Communication & Interaction
Please select the appropriate rating below to update the 'Rating Given'.

Rating Given: 6

**7.** Enter C & I Rating:

6 ▾

Description **Level**

5. Ensure parents are aware of what is being done to support their child/ young person, and how they can support/ reinforce interventions.
Quality First Teaching within a broad and balanced curriculum meets the needs of all pupils and includes:
• Flexible grouping arrangements.
• Some differentiation of activities, materials & questioning
• Awareness that a CYP may need more time to complete tasks and that equality of access may mean that they need to do some things differently.
• Environmental considerations are made to meet the needs of all pupils.
• Consideration of c&yp's learning style, such as the need for visual/ kinesthetic preferences.
• An understanding that the communication need may have a wider impact on a child's social and emotional wellbeing despite the apparent lack of obvious impairment.
Strategies to identify whether CYP is vulnerable to bullying or has low self-esteem.
• Awareness of implications of SLCN on basic skills, i.e. numeracy, reading, writing, following instructions.
• Consider seeking specialist teacher advice and guidance

Important. Setting Readiness provides a whole school view of the type of support that you can provide children and young people with additional needs. Once agreed, setting readiness ratings will remain the same for each child or young person until your setting changes its interventions or level of skill. It is recommended that setting readiness ratings are reviewed annually.

2) How to complete the Setting Readiness section for your school/setting

Completed setting readiness is visually represented in the form of a simple ratings chart:
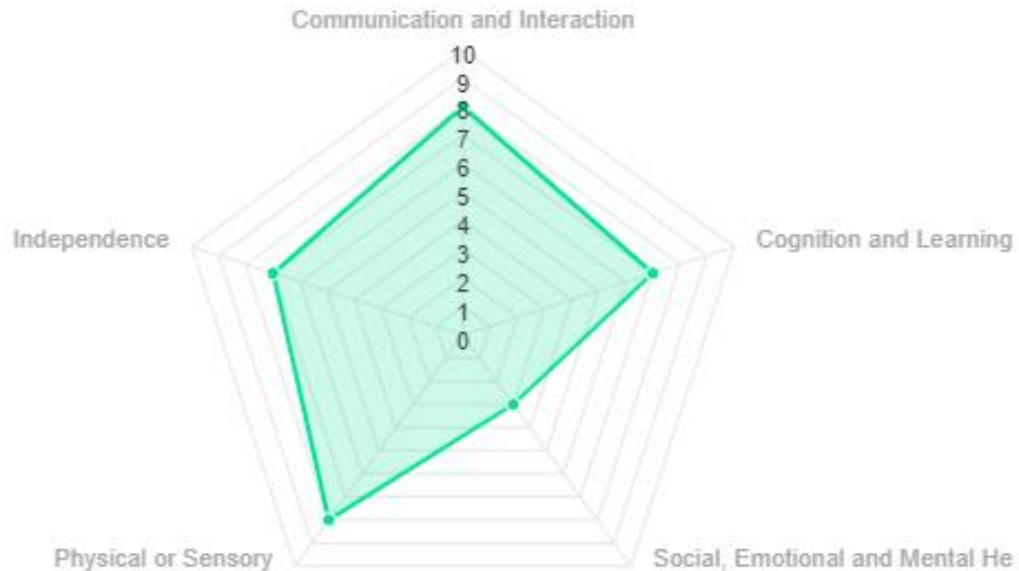
What can this tell us? The setting indicates higher levels of setting readiness across most domains of need including 'Communication and Interaction' and 'Physical or Sensory'. However, the setting is less able to meet 'Social, Emotional, and Mental Health' needs which clearly highlights the specific areas of focus and development for the setting.

3) How to complete the Needs Profiling Section

This section explains how to complete the Needs Profiling section for a child or young person at your setting on eDIT Online.

1. Start by selecting 'eDIT' on the left hand menu. You will be directed to an introduction page reminding you of the aims of the tool and how to use it.

2. Use the 'Summary' tab to check the following before you get started:

a) that you have selected the correct child or young people that you wish to complete a needs profile for;
b) and that you are using the correct version of the eDIT tool – the 'Early Years' version for children under 5 years old, or the '5-25' version.

3) How to complete the Needs Profiling Section

3. You are now ready to compete the needs profiling section - this should be completed in discussion with children or young people and their families and anyone else you feel needs to be involved.

4. Click the 'Needs Profiling' tab at the top. The aim of Needs Profiling is to use the eDIT tool and, importantly, your professional judgement to enter a needs rating for each of the five domains of need, these are: Communication and Interaction; Cognition and Learning, Social, Emotional and Mental Heath; Physical of Sensory; and Independence.

5. Click on each heading to access the descriptors for the five need domains, starting with 'Communication and Interaction'.

3) How to complete the Needs Profiling Section

9. As you complete this exercise, the tool will automatically generate an overall range of need 'Recommendation' which is based on all the descriptors that you have selected.

10. Use your professional judgement to determine the final need rating for 'Communication and Interaction' using the 'Enter Rating' drop-down box at the top. E.g. If your need recommendation is a '3-4' to decide whether to enter a 3 or a 4 based on whether you think the child or young person is closer to the level of need above or below.

11. Enter the final need rating using the drop-down box.

12. Click 'Save Changes' and repeat this step in the same way for the other domains of need.

13. Once you have finalised an assessment, and do not plan to revisit it until it is time to review your pupil's support, click 'Mark assessment complete' at the very bottom of a domain / section.

COMMUNICATION AND INTERACTION   COGNITION AND LEARNING   SOCIAL, EMOTIONAL AND MENTAL HEALTH   PHYSICAL OR SENSORY   INDEPENDENCE

11.   **Enter Rating:**
3   ▼

Recommendation: 3-4   **9.**

13.   ☐ MARK AS COMPLETED

Professional judgement. You can choose to enter a rating that sits outside of the recommended rating range, e.g. you may decide that the occurrence of one or two needs in a higher level are significant enough to warrant selecting a different range. It is helpful to explain your reasoning in the 'Brief Outline of Needs' box for help others who review the child's profile.

3) How to complete the Needs Profiling Section

A completed child or young person's needs profile is visually represented in the form of a simple ratings chart:
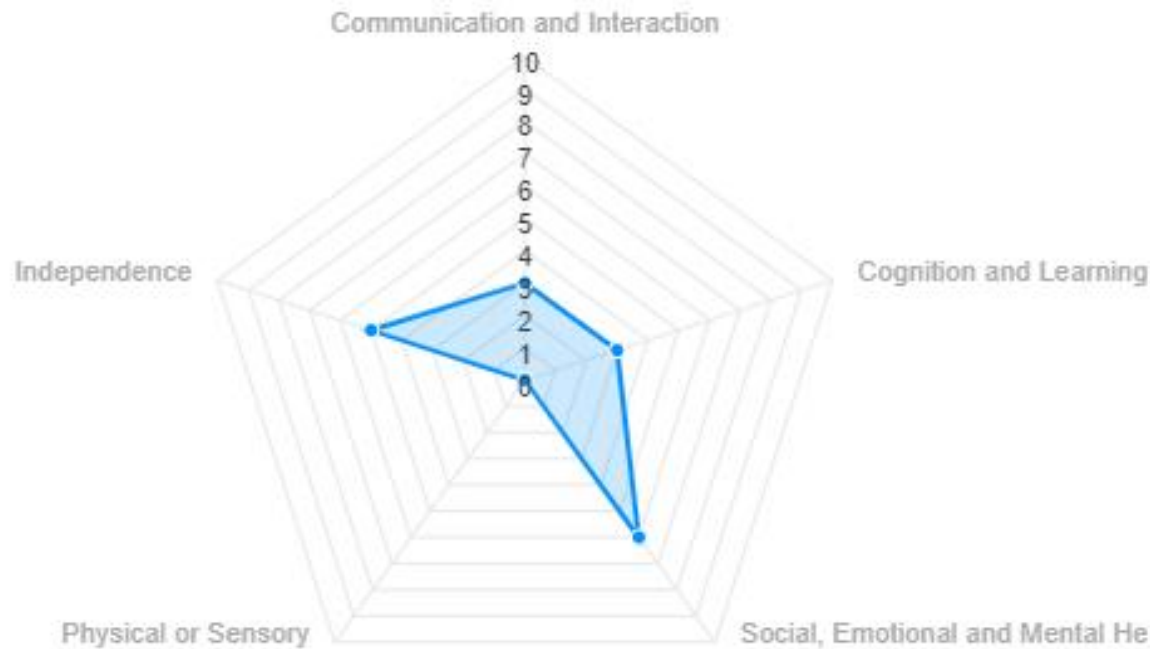
What can this tell us? The child or young person has little to no 'Physical or Sensory' needs and lower levels of 'Communication and Interaction' and Cognition and Learning' needs. They have moderate 'Social, Emotional and Mental Health' and 'Independence' needs; this indicates that the child or young person may require greater levels of support in these specific areas.

4) How to complete the Home Confidence section

This section explains how to complete the Home Confidence Section for a child or young person on eDIT Online.

1. Start by selecting 'eDIT' on the left hand menu. You will be directed to an introduction page reminding you of the aims of the tool and how to use it.

2. Use the 'Summary' tab to check the following before you get started:

a) that you have selected the correct child or young people that you wish to complete Home Confidence for;
b) and that you are using the correct version of the eDIT tool – the 'Early Years' version for children under 5 years old, or the '5-25' version.

Left menu: Home, Users, Setting Readiness, Children and Young People, VSEND Tool, Reports

1. (label pointing to VSEND Tool)

Tabs: SUMMARY, NEEDS PROFILING, SETTING READINESS, HOME CONFIDENCE, SUPPORT PLANNING

2.

Child or Young Persons Information

Child/Young Person Name: Rachel Test   **2a.**

Age: 0 Years 2 Months

Tool Version: Early Years   **2b.**

Gender: Female

Setting: Test School

Does the child have an EHCP? No

Is the child receiving SEN support? No

Completed By: Rachel Angarano

EXPORT INFORMATION

4) How to complete the Home Confidence section

3. You are now ready to populate the Home Confidence section – this should always be completed by a parent or carer on behalf of families and anyone else involved in supporting children's needs at home. They may do this independently or through a collaborative discussion with the setting's SENDCO or another professional.

4. Click the 'Home Confidence' tab at the top. The aim is for parents or carers to enter a rating for how confident they feel meeting the needs of their child across each of the five domains of need.

5. Click on each heading to access the support prompts for the five need domains, starting with 'Communication and Interaction'.

4) How to complete the Home Confidence section

6. Parents or carers should review the support description for 'Communication and Interaction', considering the questions at the top of the page, these are:

   - how do you need to be supported to support your child?
   - how are things at home and has anything changed recently?
   - what is your child like when they come home from school?

7. They should decide the Home Confidence rating that most closely corresponds to the type of support they feel able to provide at home. This is represented on a generic scale from1 (lowest level of Home Confidence) to 10 (highest level of Home Confidence).

8. Enter the final Home Confidence rating using the drop-down box.

9. Click 'Save Changes' and repeat this step in the same way for the other domains of need.

Communication & Interaction Confidence   Rating Given: 8

Please select the appropriate rating below to update the 'Rating Given'.

8. Enter C & I Rating:

| 8 ▾ |

Description

Examples of parents and carers supporting children at home - to guide your answer:
- Use visual clues and reminders to help children follow routines
- Use pictures or photos of the children themselves doing the activities and to help them to make choices
- Slow down the rate of your speech, simplify your language and repeat new words and ideas often
- Make sure you leave gaps for them to fill in - to reduce the number of questions you ask and emphasise the important words in the sentence (the ones that carry the information)
- Use signing system used at your child's setting
- Break down instructions and wait until first is completed before next stage is introduced
- Play word and turn taking games
- Sing nursery rhymes and songs together

# 4 How to complete the Home Confidence section

Completed Home Confidence is represented in the form of a ratings chart:
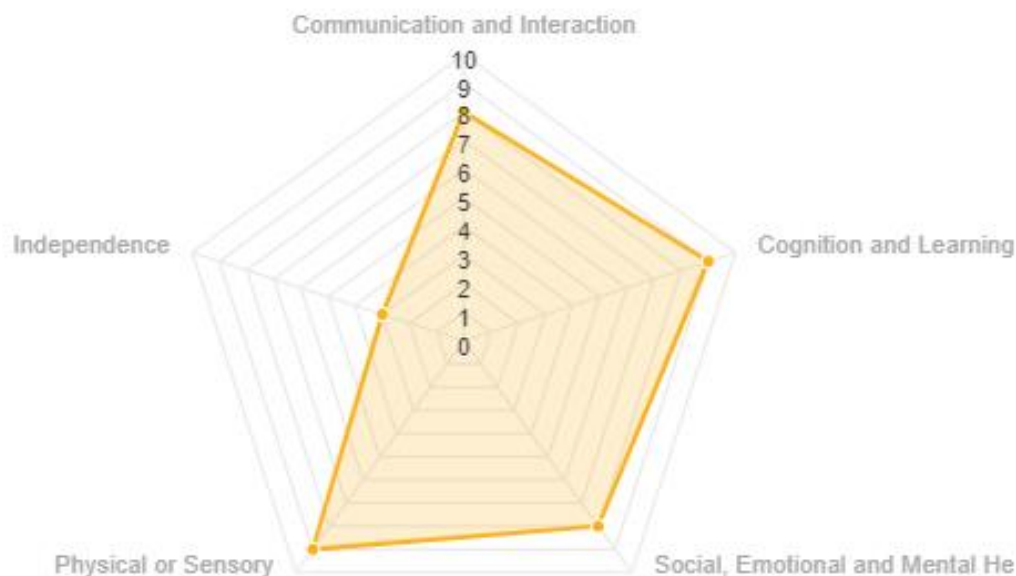
What can this tell us? The family provided very high ratings of home confidence across most domains of need, indicating they are largely confident meeting their child's needs at home. However, they feel much less confident in supporting their child with their independence needs; this presents a clear opportunity to further support the family in this specific area.

An example of a completed ratings chart

Once you have completed the Setting Readiness, Needs Profiling and Home Confidence sections, this will produce a complete ratings chart and an overview in numerical format:
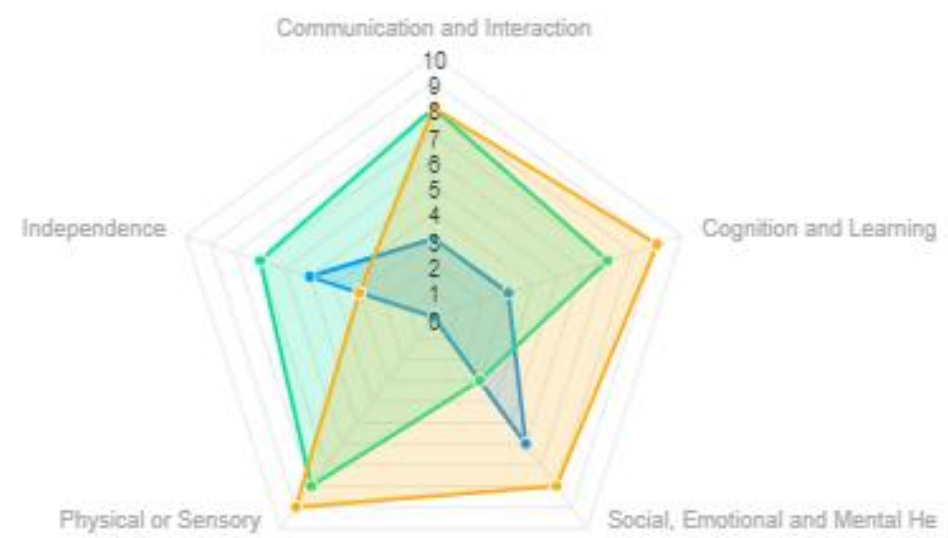
Overview

Summary	CYP Need Rating	Setting Readiness Rating	Home Confidence Rating
Communication & Interaction	3	8	8
Cognition & Learning	3	7	9
Social, Emotional & Mental Health	6	3	8
Sensory & Physical	0	8	9
Independence	5	7	3

5) How to complete the Support Planning Section

This section explains how to complete the Support Planning section for a child or young person on eDIT Online.

1. Start by selecting 'eDIT' on the left hand menu. You will be directed to an introduction page reminding you of the aims of the tool and how to use it.

2. Select the 'Summary' tab at the top in order to check:

a) that you have selected the correct child or young people that you wish to complete Support Planning for;
b) and that you are using the correct version of the eDIT tool – the 'Early Years' version for children under 5 years old, or the '5-25' version.

5) How to complete the Support Planning Section

3. Now you are ready to complete the Support Planning section - this should be completed in discussion with senior staff members, including the school SENDCO and anyone else you feel needs to be involved.

4. In this section you can enter identified outcomes to work towards with the child or young person and their family and actions for how you will do this. Click on the 'Support Planning' tab at the top.

5. Now click on the heading to access the support prompts for each domain of need, starting with 'Communication and Interaction'.

5) How to complete the Support Planning Section

6. For each domain of needs, the Need and Setting Readiness ratings will be automatically shown at the top, along with the brief description of the child's needs that you entered during the needs profiling section.

7. Below this, the tool automatically generates a series of support prompts based on the need rating that you have given; this is not an exhaustive list but should be a helpful starting point for you when thinking about support planning.

8. Enter the outcomes for the child or young person which should be identified with them and their family.

5) How to complete the Support Planning Section

9. Finally add 'Support Actions' by selecting the 'New Support Action' box below.

10. This will prompt you to enter details of what action you will take, who will lead on delivering it, and when it should be done. Once you have finished, select 'Add Support Action'

11. Repeat these steps to record multiple 'Support Actions', and click "Save Changes".

12. You can also download, save and print a copy this support planning information by selecting the 'Export' button at the bottom.
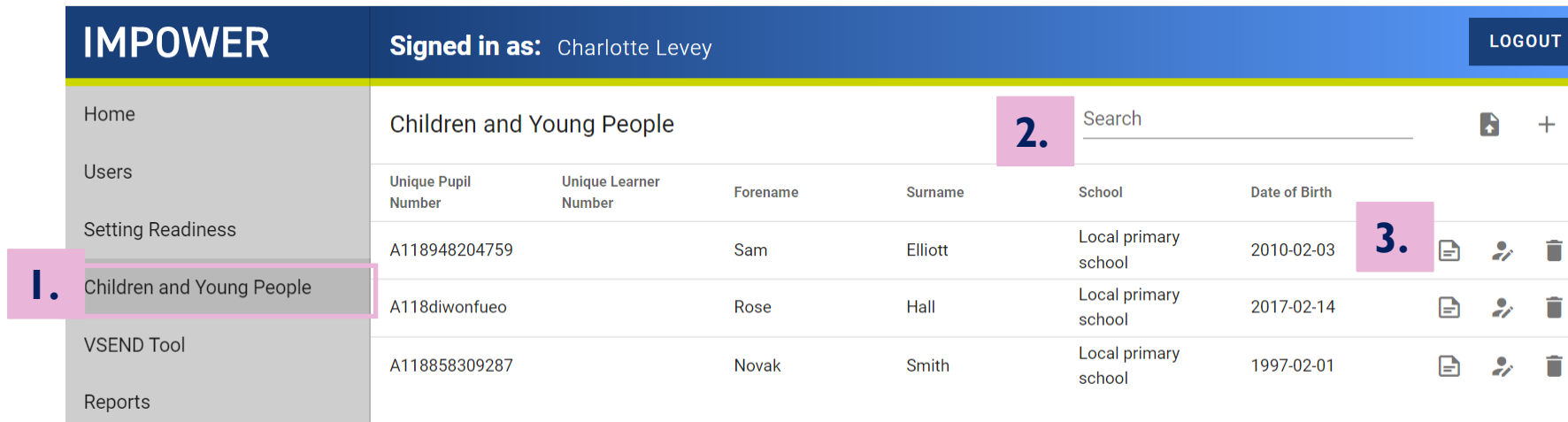
How to access a child/ young person's assessment record

You may wish to access a child/ young person's assessment record in order to understand how their needs and the support they receive have changed over time.

1. Start by selecting 'Children and Young People' on the left hand menu. You will be directed to the page listing all children and young people on the site that are linked to your setting.

2. Type the child/ young person's name into the Search bar, or scroll to find the appropriate entry.

3. Click on the document icon ⬚ - this takes you to the eDIT section for this child or young person.

How to access a child/ young person's assessment record

4. Remain on the Summary tab within the eDIT section. (*N.B. you can also find a child/ young person's eDIT record by starting to type their name in the Child/ Young Person Name field, and clicking on their name from the list*)

5. Scroll down to the 'Assessment History' section and click on one of the Assessments listed to access the previous version of the tool. The radar chart and other sections above will now show the completed version from the date you select.

Further Information

Should you require any further assistance, please contact us at:

<mark>Technical support</mark> with the eDIT online platform (logging in, updating user details etc.)

Email – support@unifybusiness.co.uk

Please use 'DIT' as the email subject

Support with using the eDIT, advice and guidance

Email – <mark>derbysal@derby.gov.uk</mark>

Call – <mark>01332 956 956</mark>