

DRAFT US-EDI

Early Development Instrument

A Population Based Measure for Communities

Teacher's User Manual





EDI Implementation 2009-2010

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1. GETTING STARTED

1.1) Who is this User Manual for?

This User Manual is for kindergarten teachers who will be completing the EDIs on children in their classroom. The manual describes how to use the US-EDI software to complete the EDIs.

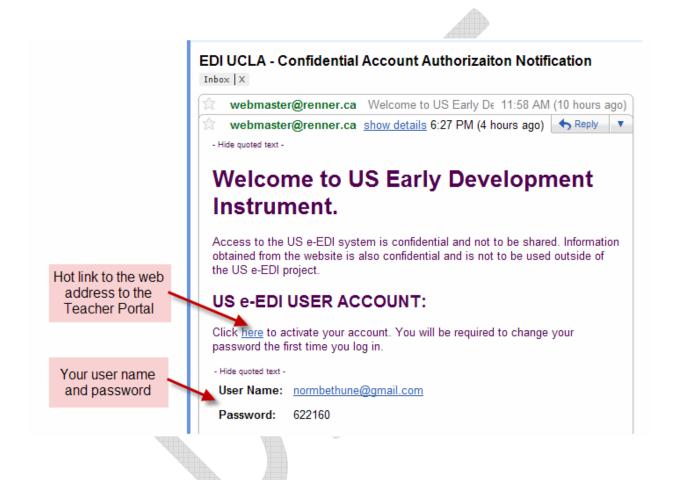
1.2) Before you begin US-EDI Setup...

- 1.2.1) **Review this User Manual** to get an overview of how the software works.
- 1.2.2) **Review the US-EDI questions and the Teacher Guide** that provides background on each item. You should feel reasonably comfortable with the questions that will be asked about each student. If you feel unable to answer any specific questions on a child you may save your completed US-EDI work and gather any additional information needed to complete a child's questionnaire.
- 1.2.3) **Get your login and password.** You will receive a registration email from your district administrator with the Subject line: **US-EDI: Confidential Account Authorization Notification**. This email contains your username (email address) and password along with a link to access the US-EDI software's teacher portal. If you have not received this registration email contact your local school district coordinator.
- 1.2.4) **Have your class lists available**. In order to verify or create a class list in the US-EDI teacher portal, you will need to receive a class list from your district that contains, for each child in your class, their name, local student ID, gender, and birth date. If any children are missing on the class list, you can add them in the US-EDI software. Student names do not appear in the US-EDI only student IDs.
- 1.2.5) **Review any background,** report cards, student file, Kindergarten Registration or other information that might help you to answer the questions for each student.
- 1.2.6) **Keep a record of any students whose parents/guardians have declined permission** to participate in the EDI. Letters to parents will be sent ahead of the scheduled time for EDI data entry and if parents choose to opt out, you can take the appropriate measures during your US-EDI data entry.
- 1.2.7) **Good luck and thank you!** If you have questions or encounter any problems, contact your local coordinator or USEDI@mednet.ucla.edu. This information is also provided on the login screen and main menu of the e-EDI.

2. NAVIGATING THE US-EDI ON THE WEB

2.1) Logging on to Teacher's Portal of US-EDI

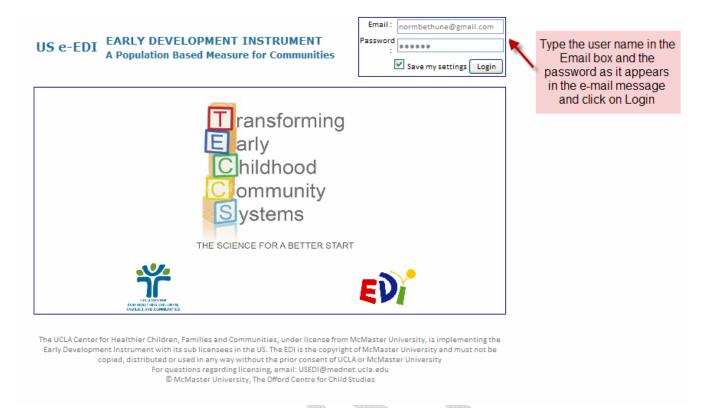
Step 1: Locate the registration e-mail that was sent to you by your District Administrator with the Subject line: **US-EDI: Confidential Account Authorization Notification**. It has a hot link to the US-EDI website, your username and password:



You should be able to click on the hotlink to connect to the Teacher Portal. If for some reason this does not work, type the web address manually in your web browser: http://usedi.ucla.edu. (After your first successful login, you will use this web address for subsequent logins.)

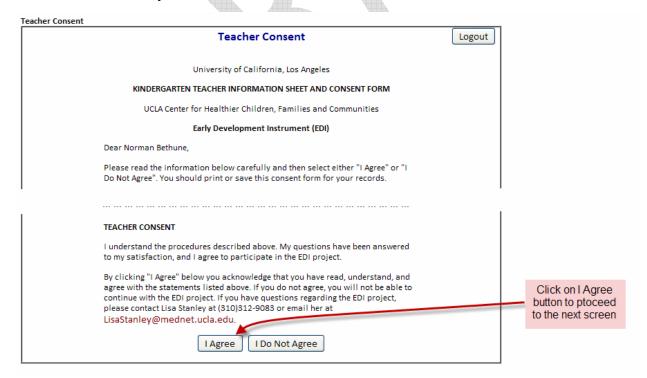
Once you click the hotlink in your registration email, you will be presented the login screen (see next page)

Step 2: Login with the Email address and password provided to you:



Step 3: Read and Accept the Consent Form

On the first login only, you will be presented the Consent Form to sign. Please read it and click on **I Agree** before you can proceed further. Instructions are provided in Section 2.2 on how to print yourself a copy of the Consent Form for your records.



Step 4: Change your password

The temporary password assigned to you needs to be changed now. Please type a password that is easy to remember but hard for others to guess.

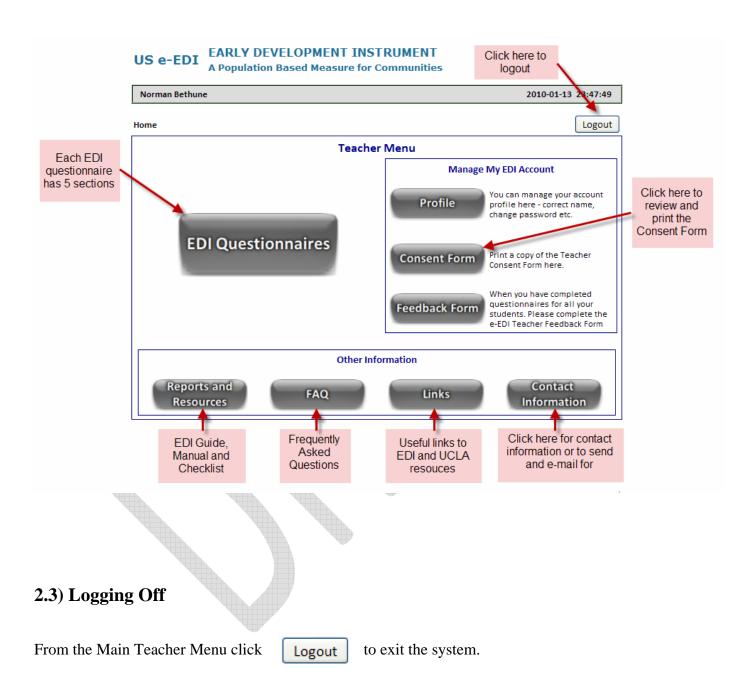




Please Note: After 15 minutes of inactivity you will automatically be logged off. Any unsaved changes will, however, be saved automatically.

2.2) Using the Main Teacher Menu

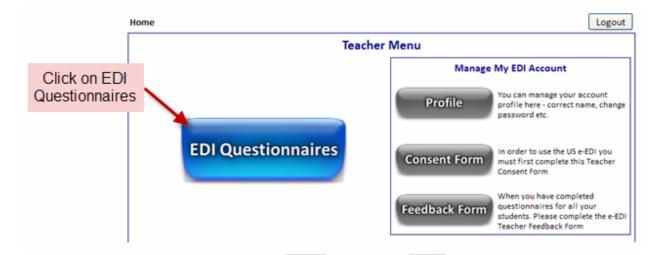
Once you login the Teacher menu will appear. This is the starting point for the rest of your work.



If you logoff, you can always log back in to http://usedi.ucla.edu to continue working on EDI Questionnaires.

2.4) Accessing US-EDI Questionnaires

To access the EDI questionnaires, start from the **Teacher Menu** and click on click on the big button marked **EDI Questionnaires** (which turns blue as soon as the mouse pointer touches it):



This will open up the EDI Questionnaires screen, shown on the next page.



After 15 minutes of inactivity unsaved data will be saved you will be automatically logged off the system.



You may partially complete any part of the questionnaire and to sure to return to your work at another time. Do this when you need to make additional observations or take a break. Any of your answers can be modified until you "Submit" the e-EDI. See Section 3.7 for instructions on how to check for completeness and submit the questionnaires.

2.5) Username and Password

You have been provided with a default username and password (which you used to first enter the US-EDI website). If you did not receive the username and initial password, or have misplaced it, please contact your local school district coordinator who can send you a registration email with username and password.

2.6) Changing your Username and Password

To change your name, e-mail address or password, click on **Profile** button:



This will open up another screen, allowing you to make changes.

Click on **Save** and **Exit** to complete the changes:



Note: The Email address serves as the unique user identification and cannot be changed.

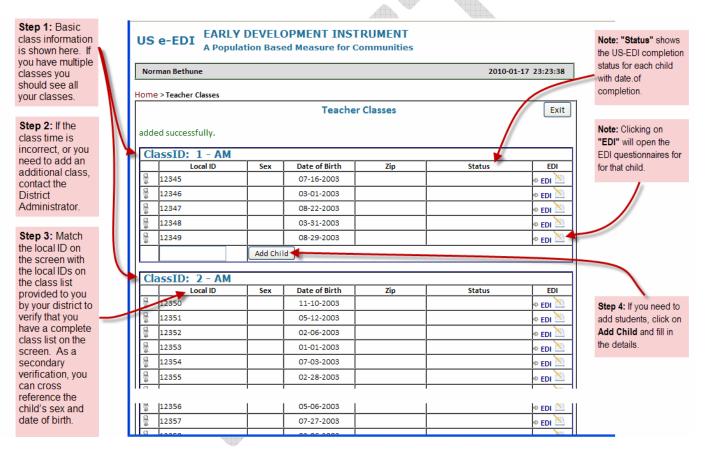
2.7) Viewing Class Info

From the **Teacher Menu** screen, click on the EDI Questionnaire button.



This will open up a Class list. If your district has uploaded your students for you into the software, you will see a list of all the students in your class by local student ID, sex, date of birth, and zip code (no student names are included in the software). Use the class list provided to you by your district, which does contain student names,

student IDs, sex and date of birth, to verify the accuracy and completeness of the class list shown on the US-EDI screen. Please ensure that the Local IDs are correct and that you have a complete class list. Children's names are never included in the US-EDI for privacy reasons.



If your district has not uploaded the student information for you, this screen will not contain any students and you will need to add your students. Instructions for adding students are discussed under "adding new or missing students"

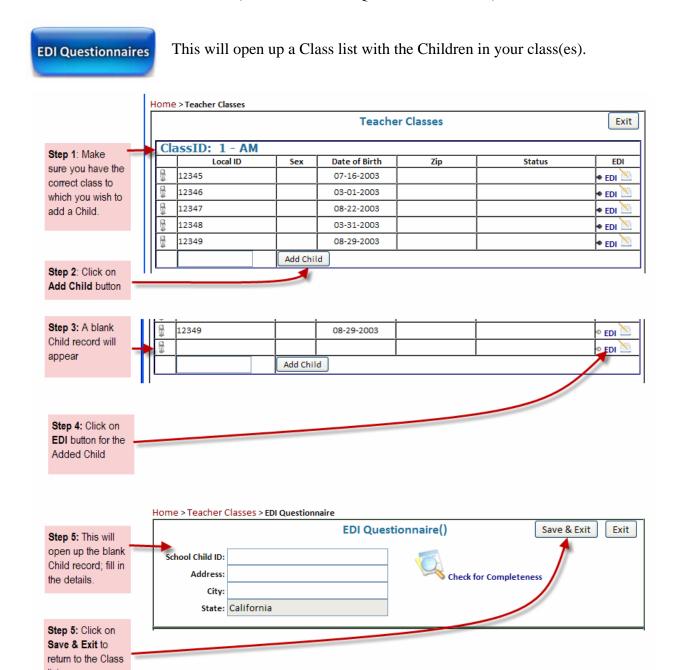


US-EDI questionnaires can be partially or totally completed but "Status" does not show a completion date until the US-EDI has been "Checked for Completeness" and then "Submitted to UCLA". See Section 3.7 for "Checking for Completeness and Submitting US-EDI Questionnaires".

2.8) Adding New or Missing Students

If you find that when viewing your US-EDI class list that you have new or missing students you can manually add them in the following manner:

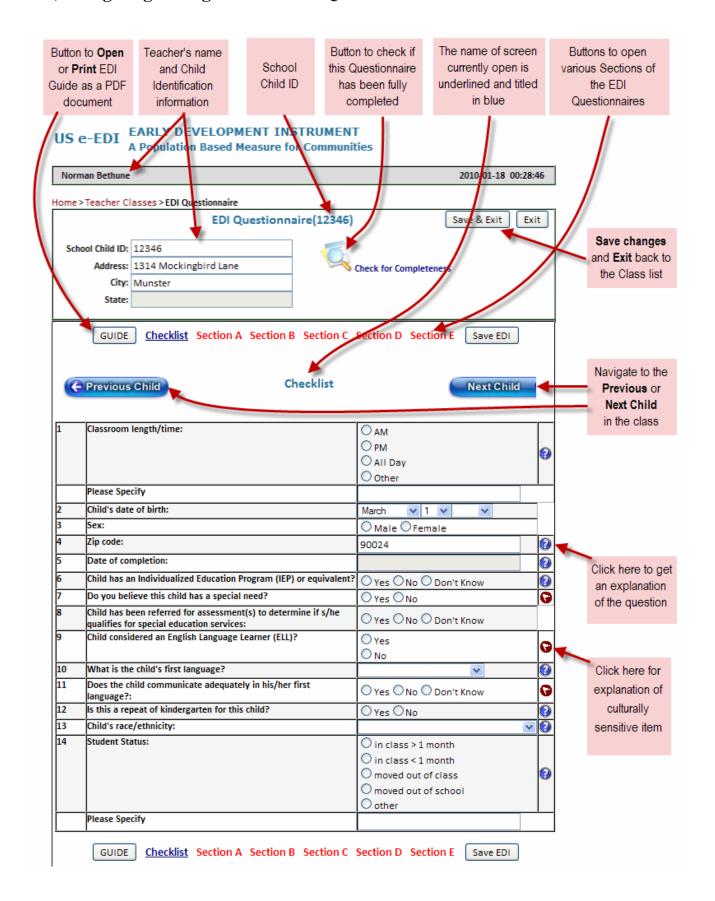
From the **Teacher Menu** screen, click on the EDI Questionnaire button,





To note any students on this list that have moved, are no longer in the class, or have parents who have declined to participate, use the instructions listed in Section 3.1 under the heading "If a student is new to class, has moved, or consent has been declined...".

2.9) Navigating through the US-EDI Questionnaire Screens



3. COMPLETING THE US-EDI

Before you Begin Data Entry...



Using the class list provided to you by the district, confirm your student identities and add any new or missing students. You may then proceed to begin completing the actual US-EDI questionnaires.

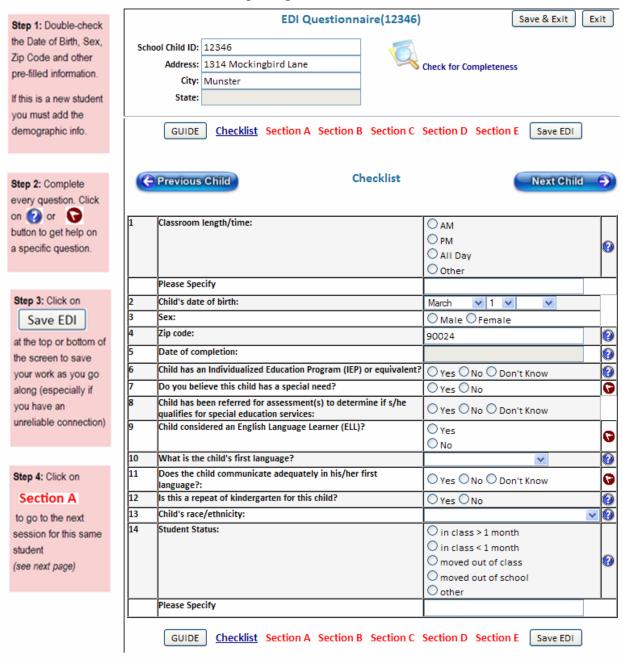


If you are completing the EDIs over a period of several days... Remember that you can use the Class List screen of the US-EDI to see an overview of which EDIs have been completed in each of your classes.



3.1) Child Demographics (Checklist) Section

When you enter EDI Questionnaires, the first screen that opens up is the **Checklist** screen. If the district preloaded your chid demographic data, many of these fields will be pre-filled for you, based on the information initially loaded into the US-EDI system. If not, you will need to add this information. If any of this information is incorrect or incomplete, please enter the correct information.



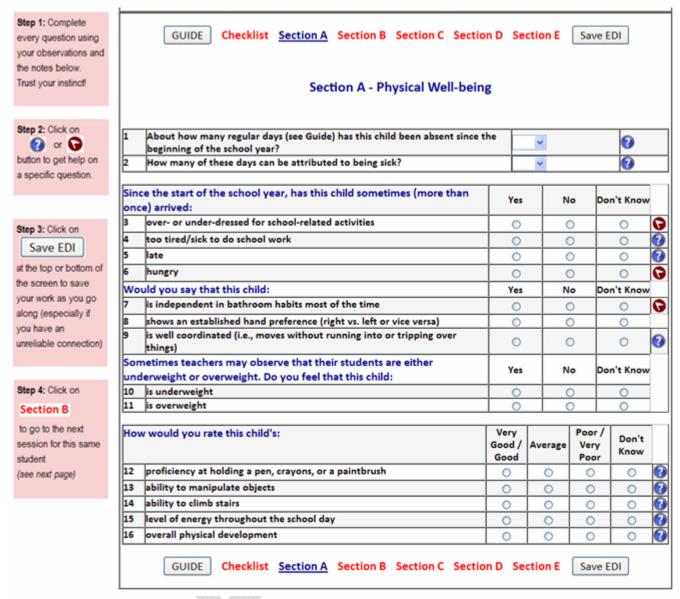


If a student is new to class, has moved, or consent has been declined...

Question 14 gives you an opportunity to note the circumstances in which it is inappropriate for you to continue with a student's e-EDI. When you have had a student less than a month, they have moved, or consent to participate has been declined by the parent, it will be noted here. You will then be prompted to stop completing the questionnaire and submit to UCLA.

3.2) Section A – Physical Health and Well-Being

Section A has 16 questions about the child's physical well-being including the child's daily preparedness for school, physical abilities, and specific physical skills.



Notes:



1) If you aren't sure how to interpret certain questions, refer to the Teacher Guide. Click on the question mark icon besides the question and it will take you to the relevant item in the Guide.



- 2) Be sure to refer to Teacher Guide for all items that are flagged as culturally sensitive to help you answer these questions in an accurate and culturally sensitive manner.
- 3) Too many "don't know" or missing data will cause child's data to be invalid. If you have a lot of "don't know" or missing answers, put this child's US-EDI aside and observe the child for a few more days. Do not "test" the child, but rather watch him/her in their daily activities. Then return to the child's US-EDI to provide more detailed answers.

3.3) Section B – Language and Cognitive Skills

Section B asks 40 questions about the child's language and cognitive skills.

Step 1: Complete each Checklist Section A Section B Section C Section D Section E Save EDI question. Take into consideration the child's acquisition and use of Section B - Language and Cognitive Skills language, rather the correct grammar. Very How would you rate this child's: Poor / Good / Average Answer "Yes" if the skill is Good Poor ability to use language effectively in English developed or developing ability to listen in English 0 well. ability to tell a story \bigcirc ability to take part in imaginative play 0 0 Answer "No" if the skill ability to communicate own needs in a way understandable to adults and \bigcirc 0 has not developed or is peers ability to understand on first try what is being said to him/her 0 0 developing too slowly. ability to articulate clearly, without sound substitutions Would you say that this child: Yes No Don't Know Step 2: Click on knows how to handle a book (e.g., turn a page) is generally interested in books (pictures and print) 0 0 Save EDI is interested in reading (inquisitive/curious about the meaning of 0 0 printed material) at the top or bottom of the is able to identify at least 10 letters of the alphabet 0 0 screen to save your work is able to attach sounds to letters \circ \bigcirc as you go along 13 is showing awareness of rhyming words 0 0 14 is able to participate in group reading activities (especially if you have an \circ 0 15 is able to read simple words 0 unreliable connection) is able to read complex words



To see the column headings as you scroll down through the questions, place your mouse over any of the radio buttons to see a label tag showing the heading.

(Section B questions continued on the next page)

Section B – Language and Cognitive Skills (continued)

Don't

Know

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١7	is able to read simple sentences	0			0
18	is experimenting with writing tools	0	0	0	•
19	is aware of writing directions in English (left to right, top to bottom)	0	0	0	0
20	is interested in writing voluntarily (and not only under the teacher's direction)	0	0	0	0
21	is able to write his/her own name in English	0	0	0	•
22	is able to write simple words	0	0		(2)
Wo	uld you say that this child:	Yes	No	Don't Know	
23	is able to write simple sentences	0	0	0	•
24	is able to remember things easily	0	0	0	•
25	is interested in mathematics	0	0	0	•
26	is interested in games involving numbers	0	0	0	0
27	is able to sort and classify objects by a common characteristic (e.g., shape, color, size)	0	0	0	•
28	is able to use one-to-one correspondence	0	0	0	•
29	is able to count to 20	0	0	0	•
30	is able to recognize numbers 1 - 10	0	0	0	(2)
31	is able to say which number is bigger of the two	0	0	0	•
32	is able to recognize geometric shapes (e.g., triangle, circle, square)	0	0	0	G
33	understands simple time concepts (e.g., today, summer, bedtime)	0	0	0	0
34	demonstrates special numeracy skills or talents	0	0	0	0
35	demonstrates special literacy skills or talents	Ö	O	0	0
36	demonstrates special skills or talents in arts	0	0	0	•
37	demonstrates special skills or talents in music	0	0	0	•
38	demonstrates special skills or talents in athletics/dance	0	0	0	0
39	demonstrates special skills or talents in problem solving in a creative way	0	0	0	
40	demonstrates special skills or talents in other areas	0	0	0	
	If yes, please specify:				

Step 3: Click on Section C

to go to the next session for this same student (see next page)

GUIDE Checklist Section A Section B Section C Section D Section E Save EDI

3.4) Section C - Social and Emotional Development

Section C asks 58 questions about the child's social and emotional development.

Step 1: Complete each question. Remember to view the column headings as you scroll down through the questions, place your mouse over any of the radio buttons to see a label flag showing the heading.

at the top or bottom of the screen to save your work as you go along (especially if you have an unreliable connection)

Step 2: Click on

	GUIDE Checklist Section A Section B Section C Section D Section E Save EDI						
	Section C - Social and Emotional De	evelopr	ment				
How w	rould you rate this child's:	Very Good Good	/ Average	Poor / Very Poor	Don't Know		
1 ov	erall social/emotional development	0			0	•	
2 abi	ility to get along with peers	0	0	0	0	•	
please Would	is a list of statements that describe some of the feelings and beh fill in the circle that best describes this child now or within the p you say that this child:			Never or	Don't Know	ent,	
ı r	ays and works cooperatively with other children at the level propriate for his/her age	0	0	0	0	0	
4 is a	able to play with various children	0	0		0	0	
5 fol	lows rules and instructions	0	0	0	0	•	
6 res	spects the property of others	0	0	0	0		
7 de	monstrates self-control	0	0		0	•	
8 sho	ows self-confidence	0	0	0	0		
9 de	monstrates respect for adults	0	0	0	0	0	
10 de	monstrates respect for other children	0	0	0	0	0	
11 acc	cepts responsibility for actions	0	0	0	0	0	
12 list	tens attentively	Ŏ	Ö	Ŏ	Ö		
13 fol	lows directions	0	0	0	0	0	
14 co	mpletes work on time	0	0	0	0	0	
15 wo	orks independently	Ŏ	Ŏ	Ŏ	Ō		
16 tak	kes care of school materials	0	0	0	0	1	
17 wo	orks neatly and carefully	Ŏ	Ŏ	Ŏ	Ŏ		
18 is (curious about the world	0	0	0	0	G	
19 is (eager to play with a new toy	Õ	Ŏ	Ŏ	0	0	
20 is 6	eager to play a new game	Ŏ	Ŏ	Ŏ	O		
21 is (eager to play with/read a new book	Ŏ	Ŏ	Ŏ	Ŏ	0	
	you say that this child:	Often or Very True	Sometimes or Somewhat True	Never or	Don't Know		
22 is a	able to solve day-to-day problems by him/herself	0	0	0	0	0	
23 is a	able to follow one-step instructions	0	0	0	0	0	
24 is a	able to follow class routines without reminders	0	0	0	0	•	

(Section C questions continued on the next page)

25	is able to adjust to changes in routines	0	0		0	
26	answers questions showing knowledge about the world (e.g., leaves fall in the autumn, apple is a fruit, dogs bark)	0	0	0	0	G
27	shows tolerance to someone who made a mistake (e.g., when a child gives a wrong answer to a question posed by the teacher)	0	0	0	0	0
28	will try to help someone who has been hurt	0	0		0	•
29	volunteers to help clear up a mess someone else has made	0	0	0	0	
30	if there is a quarrel or dispute will try to stop it	0	0		0	G
31	offers to help other children who have difficulty with a task	0	0	0	0	0
32	comforts a child who is crying or upset	0	Ô	Ō	0	0
33	spontaneously helps to pick up objects which another child has dropped (e.g., pencils, books)	0	0	0	0	G
34	will invite bystanders to join in a game	0	0	0	0	0
35	helps other children who are feeling sick	0	0	0	0	0
36	is upset when left by parent/guardian	0	0		0	0
37	gets into physical fights	0	0	0	0	
38	bullies or is mean to others	0	0	0	0	•
39	kicks, bites, hits other children or adults	0	0	0	0	0
40	takes things that do not belong to him/her	0	Ô	0	0	
41	laughs at other children's discomfort	0	Ô	O	0	0
42	can't sit still, is restless	0	Ô	Ŏ	0	0
43	is distractible, has trouble sticking to any activity	0	Ô	Ŏ	0	0
44	fidgets	0	Õ	Ŏ	Ö	
45	is disobedient	0	Ô	O	0	
46	has temper tantrums	0	0	0	0	
47	is impulsive, acts without thinking	0	0		0	0
Wot	uld you say that this child:	Often or Very True	Sometimes or Somewhat True	Never or	Don't Know	
48	has difficulty awaiting turn in games or groups	0	0	0	0	•
49	cannot settle to anything for more than a few moments		0		0	0
50	is inattentive	0	0	0	0	0
51	seems to be unhappy, sad, or depressed	0	0	0	0	0
52	appears fearful or anxious	0	0	0	0	
53	appears worried	0	0	0	0	
54	cries a lot	0	0		0	
55	is nervous, high-strung, or tense		0		0	
	is incapable of making decisions	0	0	0	0	0
56	is incapable of making decisions					
	is shy	0	0		0	0

Step 3: Click on

Section D

to go to the next session for this same student (see next page)

GUIDE Checklist Section A Section B Section C Section D Section E Save EDI

3.5) Section D - Special Problems

Section D asks about special problems that apply to the child.

Step 1: Answer the questions related to Special Problems	GUIDE Checklist Section A Section B Section C Section	on D Section E	Save EDI			
including a diagnosed Learning Disorder from the drop-down	Section D - Special Problems					
nom the drop-down	Does the student have a problem that influences his/her ability to do school in a regular classroom (based on parent information, medical diagnosis, and teacher observation)?	Does the student have a problem that influences his/her ability to do school work in a regular classroom (based on parent information, medical diagnosis, and/or teacher observation)? O No (Skip to Question 5)				
	2. If YES above, please mark all that apply. Please base your answers on teacher observation and/or parent guardian information and/or medical diagnosis.	Yes, teacher observed	Yes, parent info/medical diagnosis			
Step 2: Click on	physical disability					
Step 2. Click off	visual impairment					
Save EDI	hearing impairment					
at the top or bottom of	speech impairment					
	learning disability					
the screen to save	emotional problem					
your work as you go	behavioral problem					
along (especially if	home environment/problems at home					
you have an	chronic medical/health problems					
unreliable connection)	unaddressed dental needs					
,	homelessness					
	other					
	if known, please specify					
	3 If the child has received a diagnosis or identification by a doctor or psychological professional, please indicate. (See Guide for codes)		<u>▼</u> @			
Step 3: Click on		Yes 1	lo Don't Know			
Section E	Is the child receiving any school based support(s) (e.g., educational assistant, equipment)?	0	0 0			
to an to the next	5 a) Is the child currently receiving further assessment?		0 0			
to go to the next	5 b) Is the child currently on a wait list to receive further assessment?		0 0			
session for this same	5 c) Do you feel that this child needs further assessment?	0	0 0			
student	Please Specity					
(see next page)	GUIDE Checklist Section A Section B Section C Section	on D Section E	Save EDI			

3.6) Section E – Additional Questions

Section E asks questions about the child's preschool experiences. This information will be correlated with children's EDI scores to see if there are significant correlations between a child's preschool experiences and their readiness to learn. Answer these questions about the child preschool experiences to the best of your knowledge. Mark all selections that apply. It is recommended that districts provide preschool information to each teacher, if available in order to complete this section. In either case, it is unlikely the district will have all the information that is requested below so please fill it out completely to the best of your knowledge.

Step 1: Answer these questions to the best of your knowledge. Use data from the students file if available.

Step 2: Use the space at the bottom of Section E for comments about the child. Please DO NOT refer to the child by name.

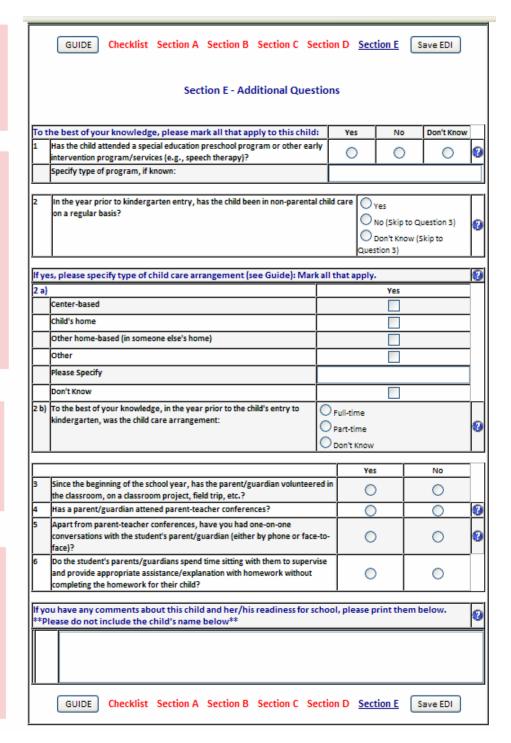
If you have comments regarding the US-EDI process, layout or wording of questions, reserve those for when you complete the Teacher Feedback form at the

Step 2: Click on

Save EDI

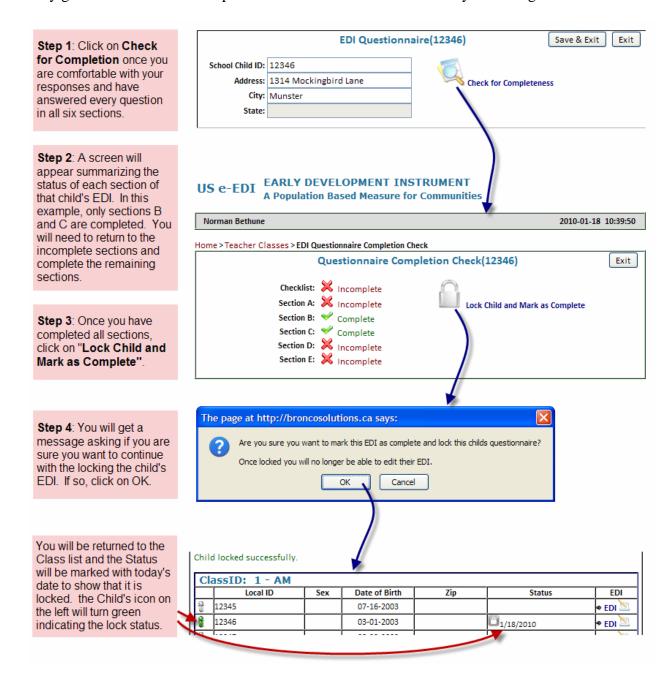
at the top or bottom of the screen to save your work.

Step 4: Once you have completed section E you are ready to check for completeness and submit the EDI to UCLA. See the next page for instructions on checking for completeness and submitting the EDI entries.



3.7) Checking for Completeness and Submitting US-EDI Questionnaires

Once you have completed all of the sections and are comfortable with your answers for a given child, you may go ahead and take the steps to lock the US-EDI for this child by following the directions below:





Once an US-EDI is submitted and locked, it may not be accessed or modified in any way unless you make a request from your District Administrator to unlock the child's record. The district administrator can unlock it for you but can never see any of the responses in the EDI questionnaire.



Too many "don't know" or missing data will cause child's data to be invalid. If you have a lot of "don't know" or missing answers, put this child's US-EDI aside and observe the child for a few more days. Do not "test" the child, but rather watch him/her in their daily activities. Then return to the child's US-EDI to provide more detailed answers.

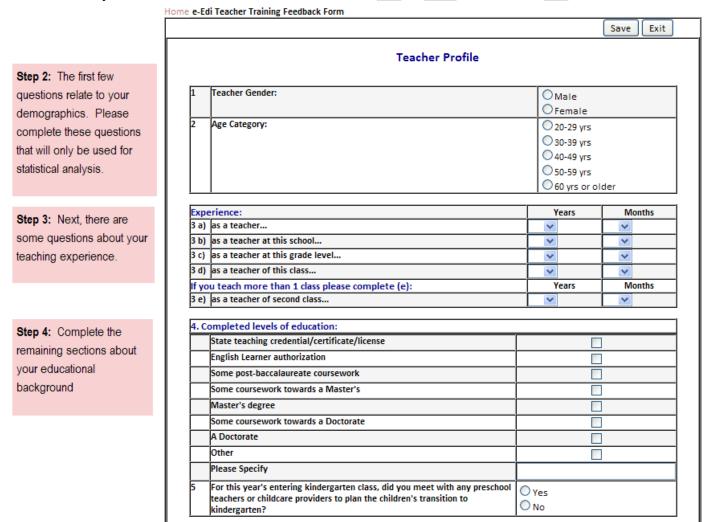
3.8) Teacher Feedback Form

After you complete all of the EDIs, your last step is to fill out one Teacher Feedback Form. This form asks about individual demographics, teaching experience and about your satisfaction with participating in the US-EDI project.

The information you provide is anonymous because your name is never given to UCLA. Only UCLA can see your anonymous feedback. This information is always reported by groups of teachers (never by individual teacher). The information from groups of teachers helps to understand the general characteristics of the population of teachers and also helps to identify how to improve the process of implementing the EDI.



This will take you to the Teacher Profile screen as illustrated below:



(Teacher Feedback questions continued on the next page)

Step 5: Finally	Teacher Feedback						
there are questions							
	6. EDI Teacher Guide Feedback:						
about your	Did you use the guide and find it helpful?						
experience with	Please Specify						
EDI.	7 Did you attend the EDI orientation for this pilot?						
LUI.	O _{No}						
	We would like to gather your feedback on the EDI Teacher Orientatio agree with each of the following statements:	n. Please i	ndicate	e the lev	el to whic	ch you	
Otan C. Continuo	Content:	Strongly			Strongly	Not	
Step 6: Continue	content	Agree	Agree	Disagree	Disagree		
with more EDI	8 a) The content was relevant		0	0		0	
questions regarding	8 b) The presentations were informative		0	0		0	
Teacher Orientation	8 c) The materials were clearly presented		0	0		0	
Teacher Offentation	8 d) The handouts were useful	0	0	0		0	
	Process:	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Sure	
	8 e) This session was well organized	0	0	0	0	0	
	8 f) There was enough time for questions	Ŏ	O	Ŏ	Ŏ	Ŏ	
	8 g) There was enough time discussion		0	0		0	
	Overall Assessment:	Strongly	Agree	Disagree	Strongly	Not	
	8 h) Overall, this session was very useful	Agree	0	0	Disagree	Sure	
	o ii) Overaii, uiis sessioii was very userui					\cup	
	9. How can we improve future EDI teacher orientations?						
	Overall EDI Implementation Process						
	We would like to gather your feedback on the overall process of						
	completing the EDI. Please indicate the level to which you agree with	Strongly Agree	Agree	Disagree	Strongly Disagree		
	each of the following statements.	75,000			Disagree	2010	
	10 The EDI checklists were easy to complete for most or all children	- 0	0	0	0	0	
	I knew who to contact in case I had any questions about the EDI The process of submitting the completed EDI was simple	0	0	0	0	0	
	12 The process of submitting the completed EDI was simple 13 I would encourage other teachers to complete the EDI checklists	18	0	0		\sim	
Step 7: After	14 My involvement will assist our community to better understand health,						
completing and	development, and well-being of children in our area		0	0			
	15 The experience of completing the EDI will be beneficial to my work	0	0	0	0	0	
saving your work	16 Completing the EDI checklist was a good use of my time	Ŏ	Ŏ	Ŏ	Ő	Ó	
using the Save							
button, click on Exit	Based on your experience, please let us know how we can improve implementations of the EDI:						
to return to the main							
Teacher Menu.							
reacher Menu	III I						
rodonor mona.							

When you have completed submitted all the e-EDIs for your students and completed the Teacher Participation Form, you are done!



You have completed the e-EDI! Your completed surveys will be joined with the e-EDIs completed by your colleagues and then automatically tabulated by the US-EDI administrators. A school level EDI report will be available for download in the fall. This report is only provided to participating teachers and other school personnel.

Reports

To download this report, go to the Teacher Menu and click on **Reports** button. In addition, a Community Profile report that shows results for your geographic region (not for your school), will be provided to your community to help plan and improve services for young children.

Thank you for your hard work and the contribution you have made to helping your community improve children's readiness to learn.

CONTACTS

If you have any additional feedback or comments regarding the US-EDI, please contact your local school district EDI Coordinator or UCLA at: USEDI@mednet.ucla.edu

ACKNOWLEDGEMENTS

We'd like to thank the publishers of the EDI at the Offord Centre for Child Studies at McMaster University for allowing us to adapt their software and User Manual for use in the United States. We'd also like to thank Health Research Computing for their expertise and excellence in developing the US-EDI. Lastly, we'd like to acknowledge the Children and Families Commission of Orange County and the W.K. Kellogg Foundation for their generous support of this effort.



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