

# DRAFT US-EDI

# **Early Development Instrument**

# A Population Based Measure for Communities

# Teacher's User Manual





# EDI Implementation 2009-2010

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#### PART I – GETTING STARTED

#### 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.

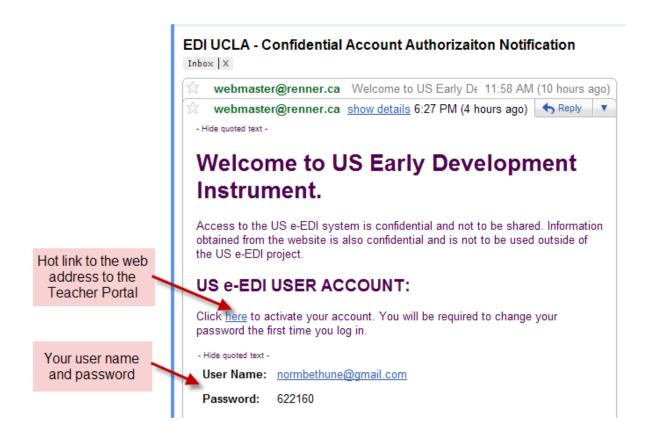
# Before you begin US-EDI Setup...

- 1 **Review this User Manual** to get an overview of how the software works.
- 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.
- 3 **Get your login and password**. You will receive a registration email from <a href="webmaster@renner.ca">webmaster@renner.ca</a> that 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 coordinator.
- 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.
- 5 **Review any background,** report cards, student file, Kindergarten Registration or other information that might help you to answer the questions for each student.
- 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 you can take the appropriate measures during your US-EDI data entry.
- 7 **Good luck and thank-you!** If you have questions or encounter any problems, contact information is provided on the login screen and main menu of the e-EDI.

#### PART II – NAVIGATING THE US-EDI ON THE WEB

## **Logging on to Teacher's Portal of US-EDI**

**Step 1: Locate the registration e-mail** that was sent to you from webmaster@..... – 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: **broncosolutions.ca/USEDI/** (After your first successful login, you will use this web address for subsequent logins.)

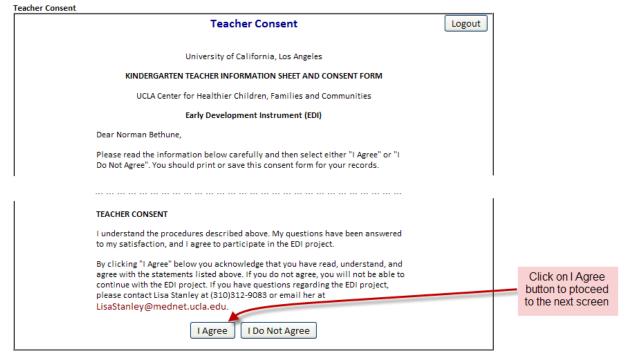
Once you click the hotlink in your registration email, you will be presented the following login screen (see next page)

**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 later on how to print yourself a copy 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.

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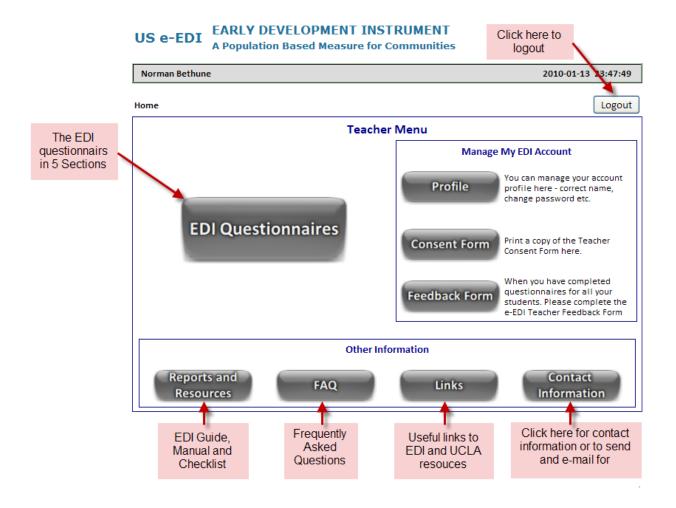




**Please Note:** After 15 minutes of inactivity you will automatically be logged off. Any unsaved changes will, however, be saved automatically.

# **Using the Main Teacher Menu**

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



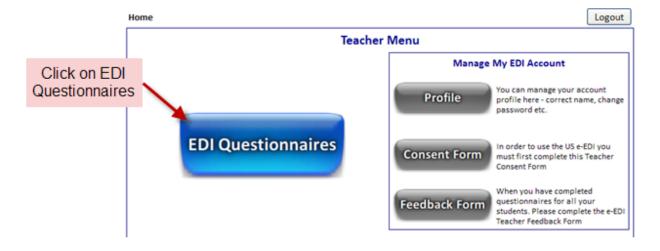
# **Logging Off**

From the Main Teacher Menu click Logout to exit the system.

You will have to log back in to continue.

## **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 save 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 Page 22 for instructions on how to check for completeness and submit the questionnaires.

#### 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.

## **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.

# US e-EDI EARLY DEVELOPMENT INSTRUMENT A Population Based Measure for Communities



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



## **Viewing Class Info**

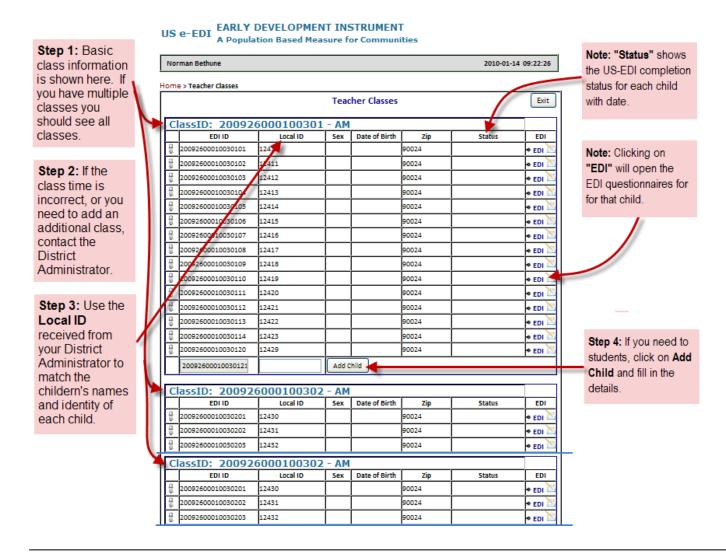
From the **Teacher Menu** screen, click on the EDI Questionnaire button,



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. Use the class list provided to you by your district 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 page 22 for "Checking for Completeness and Submitting US-EDI Questionnaires"

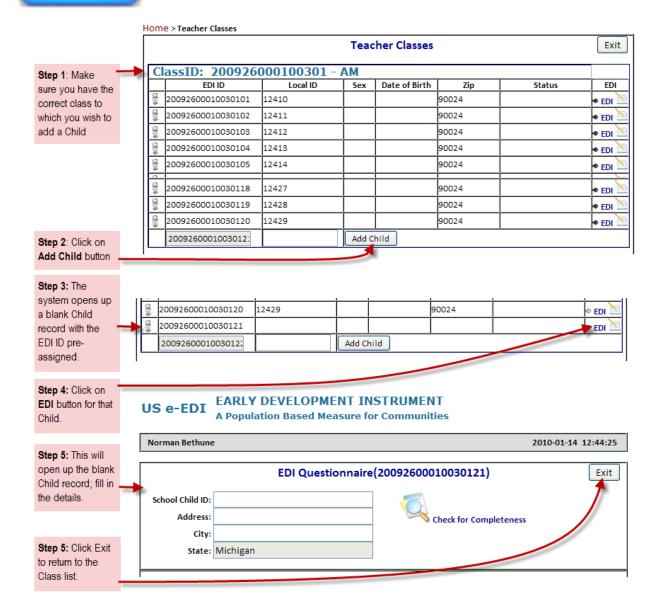
# **Adding New or Missing Students**

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,

EDI Questionnaires

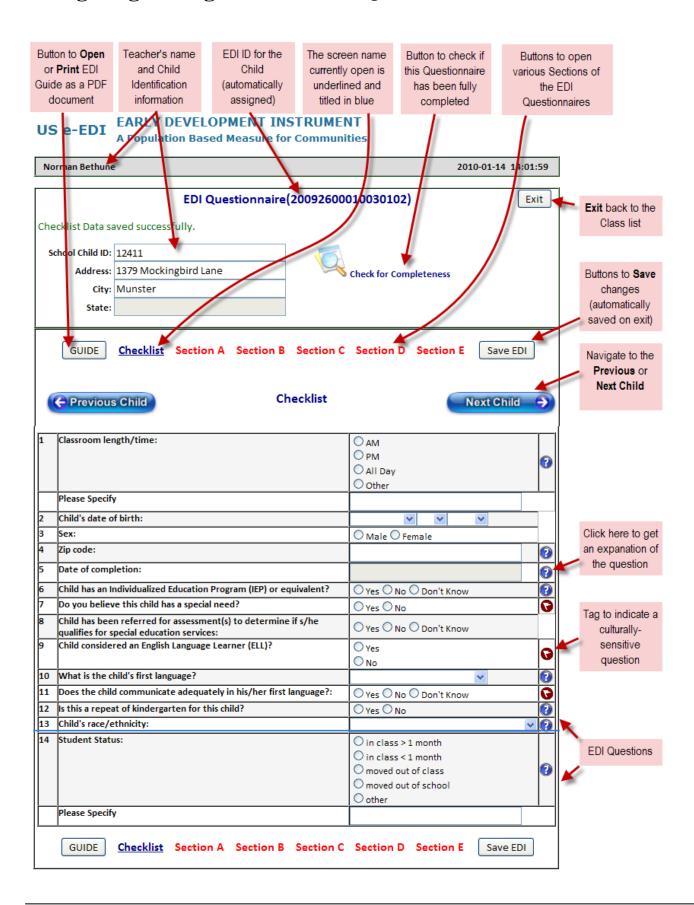
This will open up a Class list with the Children in your class(es).





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 on page 14 under the heading "If a student is new to class, has moved, or consent has been declined…".

# Navigating through the US-EDI Questionnaire Screens



# **PART III – COMPLETING THE US-EDI**

# Before you Begin Data Entry...

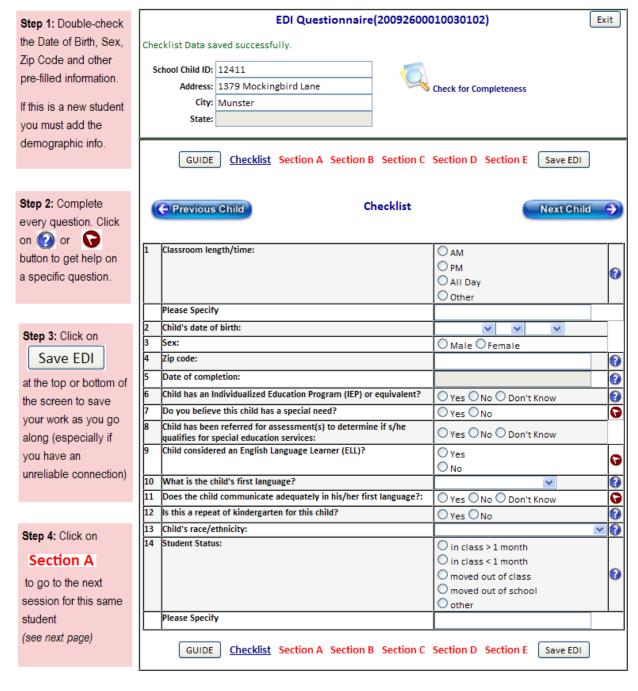


Using the class list provided to you by the district, confirm your student identities and add any new or missing students. You may then proceed to begin completing the actual US-EDI questionnaires.

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.

## **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...

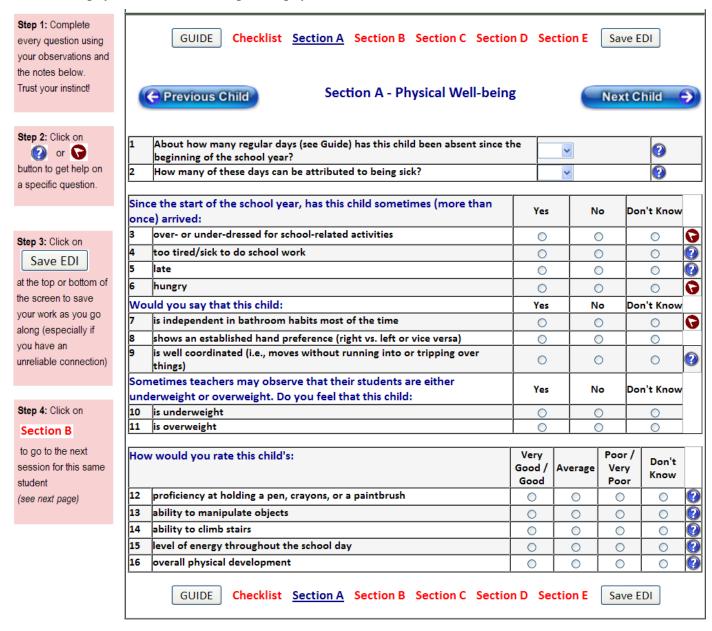
Question 14 gives you an opportunity to note the circumstances in which it is inappropriate for you

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.

## 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 besides the Question mark 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.

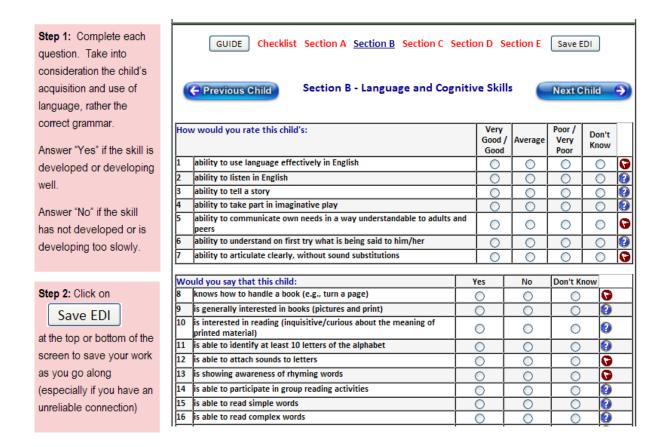
3) Too many "don't knows" or missing data will cause child's data to be invalid.

## **Section B – Language and Cognitive Skills**

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



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)

	is able to read simple sentences		0		0
18	is experimenting with writing tools	0	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	<b>?</b>
21	is able to write his/her own name in English	0	0	0	•
22	is able to write simple words	0	0	0	•
Νo	uld you say that this child:	Yes	No	Don't Know	
23	is able to write simple sentences	0	0	0	0
24	is able to remember things easily	0	0	0	0
25	is interested in mathematics	0		0	<b>9</b>
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	9
28	is able to use one-to-one correspondence	0	0	0	0
29	is able to count to 20	0	0		•
30	is able to recognize numbers 1 - 10	0	0	0	0
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	0
33	understands simple time concepts (e.g., today, summer, bedtime)	0		0	0
34	demonstrates special numeracy skills or talents	0	0	0	0
35	demonstrates special literacy skills or talents	0	0	0	<b>(2)</b>
36	demonstrates special skills or talents in arts	0	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	
10	demonstrates special skills or talents in other areas	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

# **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.

Step 2: Click on

Save EDI

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

	GUIDE Checklist Section A Section B Section C Sect	ion D S	Section E	Save E	DI		
Previous Child Section C - Social and Emotional Development Next Child							
	v would you rate this child's:	Very Good Good	/ Average	Poor / Very Poor	Don't Know		
1	overall social/emotional development				0	•	
2	ability to get along with peers	0	0	0	0	•	
plea	Below is a list of statements that describe some of the feelings and behaviors of children. For each statement, please fill in the circle that best describes this child now or within the past six months.  Would you say that this child:  Often or Very True  Often or Sometimes or Never or Somewhat Not True  True						
3	plays and works cooperatively with other children at the level appropriate for his/her age	0	0	0	0	0	
4	is able to play with various children	0	0		0	0	
5	follows rules and instructions	0	0	0	0	0	
6	respects the property of others	0	0	0	0		
7	demonstrates self-control	Ö	Ö	Õ	0	0	
8	shows self-confidence	0	0	0	0		
9	demonstrates respect for adults	Ö	0	0	0	G	
10	demonstrates respect for other children	0	0	0	0	0	
11	accepts responsibility for actions	Õ	Õ	Õ	Õ	Õ	
12	listens attentively	Ŏ	Ŏ	Ŏ	Ŏ		
13	follows directions	0	0	0	0	0	
14	completes work on time	0	0	0	0	0	
15	works independently	Ö	Ŏ	Ŏ	0		
16	takes care of school materials	0	0	0	0	1	
17	works neatly and carefully				0		
18	is curious about the world	0	0	0	0	0	
19	is eager to play with a new toy	0	0	0	0	0	
20	is eager to play a new game	0	0	0	0		
21	is eager to play with/read a new book	0	0	0		0	
Wot	uld you say that this child:	Often or Very True	Sometimes or Somewhat True	Never or	Don't Know		
22	is able to solve day-to-day problems by him/herself		0		0	0	
23	is able to follow one-step instructions	0	0	0	0	0	
24	is able to follow class routines without reminders	_	~		<u> </u>	6	

(Section C questions continued on the next page)

	is able to adjust to changes in routines					
25 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	<b>②</b>
28	will try to help someone who has been hurt	0	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	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	0	0	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	0		0	
41	laughs at other children's discomfort	0	0	0	0	0
42	can't sit still, is restless	0	0		0	0
43	is distractible, has trouble sticking to any activity	0	0	0	0	0
44	fidgets	0	0		0	
45	is disobedient	0	0	0	0	
46	has temper tantrums	0	0	0	0	
47	is impulsive, acts without thinking					0
	1 1					-
Wo	uld you say that this child:	Often or	Sometimes	1 1		
Wo	uld you say that this child:		Sometimes or Somewhat True	Never or	Don't Know	
Wo	uld you say that this child:  has difficulty awaiting turn in games or groups	Often or Very	or Somewhat	Never or		2
		Often or Very True	or Somewhat True	Never or Not True	Know	
48	has difficulty awaiting turn in games or groups	Often or Very True	or Somewhat True	Never or Not True	Know	2
48 49	has difficulty awaiting turn in games or groups cannot settle to anything for more than a few moments	Often or Very True	or Somewhat True	Never or Not True	Know	② ②
48 49 50	has difficulty awaiting turn in games or groups cannot settle to anything for more than a few moments is inattentive	Often or Very True	or Somewhat True	Never or Not True	Know	② ②
48 49 50	has difficulty awaiting turn in games or groups cannot settle to anything for more than a few moments is inattentive seems to be unhappy, sad, or depressed	Often or Very True	or Somewhat True	Never or Not True	Know	② ②
48 49 50 51 52 53	has difficulty awaiting turn in games or groups cannot settle to anything for more than a few moments is inattentive seems to be unhappy, sad, or depressed appears fearful or anxious appears worried cries a lot	Often or Very True	or Somewhat True	Never or Not True	Know	② ②
48 49 50 51 52 53 54	has difficulty awaiting turn in games or groups cannot settle to anything for more than a few moments is inattentive seems to be unhappy, sad, or depressed appears fearful or anxious appears worried cries a lot is nervous, high-strung, or tense	Often or Very True	or Somewhat True	Never or Not True	Know	(2) (2) (3)
48 49 50 51 52 53 54 55	has difficulty awaiting turn in games or groups cannot settle to anything for more than a few moments is inattentive seems to be unhappy, sad, or depressed appears fearful or anxious appears worried cries a lot	Often or Very True	or Somewhat True	Never or Not True	Know	0 0 0
48 49 50 51 52 53 54	has difficulty awaiting turn in games or groups cannot settle to anything for more than a few moments is inattentive seems to be unhappy, sad, or depressed appears fearful or anxious appears worried cries a lot is nervous, high-strung, or tense is incapable of making decisions is shy	Often or Very True	or Somewhat True	Never or Not True	Know	000
48 49 50 51 52 53 54 55	has difficulty awaiting turn in games or groups cannot settle to anything for more than a few moments is inattentive seems to be unhappy, sad, or depressed appears fearful or anxious appears worried cries a lot is nervous, high-strung, or tense is incapable of making decisions	Often or Very True	or Somewhat True	Never or Not True	Know	0 0 0

Step 3: Click on

#### Section D

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

## **Section D - Special Problems**

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

Step 1: Answer the questions related to Special Problems including a diagnosed Learning Disorder from the drop-down

Checklist Section A Section B Section C Section D Section E Save EDI Section D - Special Problems Previous Child Next Child 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 No (Skip to Question 5) teacher observation)? O Don't Know (Skip to Question 5) 2. If YES above, please mark all that apply. Please base your answers on Yes, parent Yes, teacher teacher observation and/or parent guardian information and/or medical info/medical observed diagnosis diagnosis. physical disability visual impairment hearing impairment speech impairment learning disability emotional problem behavioral problem home environment/problems at home chronic medical/health problems unaddressed dental needs homelessness other if known, please specify If the child has received a diagnosis or identification by a doctor or 0 psychological professional, please indicate. (See Guide for codes) Yes No Don't Know Is the child receiving any school based support(s) (e.g., educational 0 0 assistant, equipment)? 5 a) Is the child currently receiving further assessment? 0 0 5 b) Is the child currently on a wait list to receive further assessment? 5 c) Do you feel that this child needs further assessment? Please Specity Checklist Section A Section B Section C Section D Section E GUIDE

#### Step 2: Click on

#### Save EDI

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

#### Step 3: Click on

#### Section E

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

## **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 recommend 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.

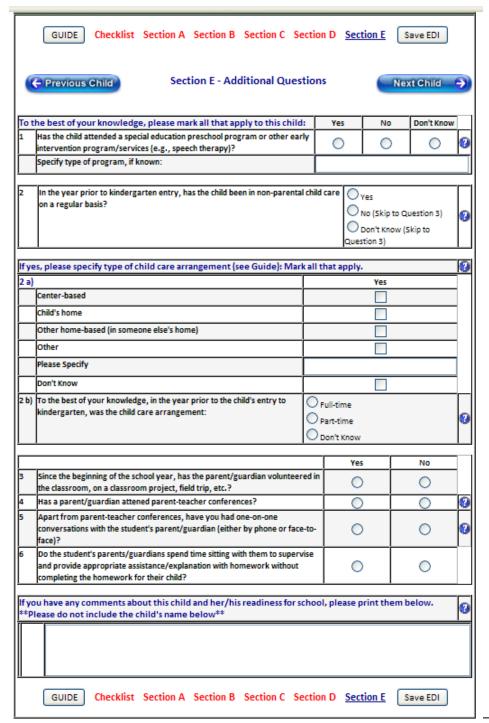
If you have comments regarding the US-EDI process, layout or wording of questions, reserve those for when you complete the Teacher Feedback form at the

#### 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.

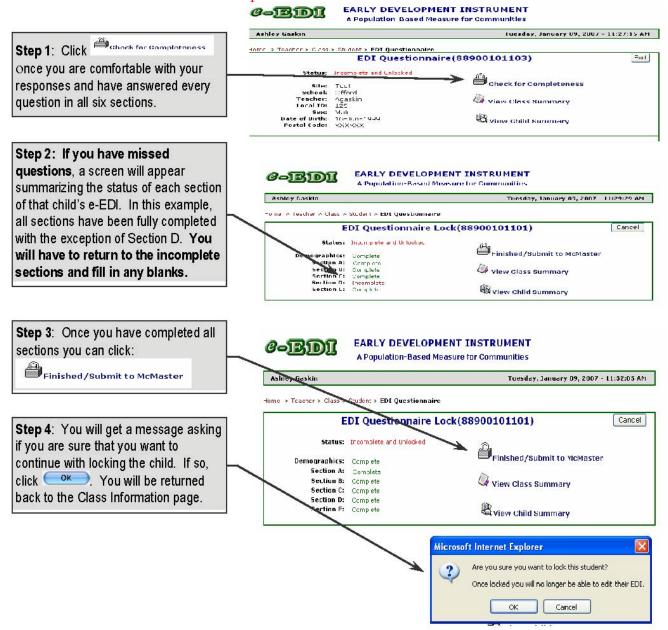


# Checking for Completeness and Submitting US-EDI Questionnaires (to be done)

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 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.

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.



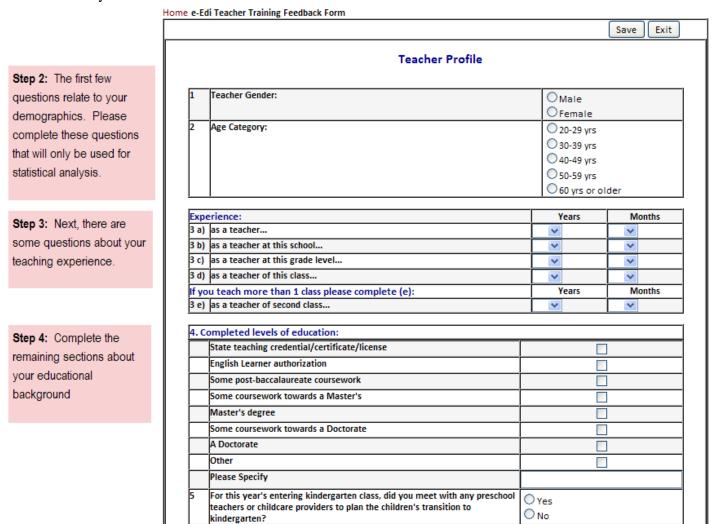
#### **Teacher Feedback Form**

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 provided 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)

Otan E. Finally	Tarakan Faradhash						
Step 5: Finally	•						
there are questions	6. EDI Teacher Guide Feedback:						
about your	Did you use the guide and find it helpful?					~	
experience with	Please Specify						
•	7 Did you attend the EDI orientation for this pilot?						
EDI.	O <sub>No</sub>						
	1 1010						
	We would like to gather your feedback on the EDI Teacher Orientation.	Please i	ndicate	the lev	el to whic	h you	
	agree with each of the following statements:						
Step 6: Continue	Content:	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Sure	
with more EDI	8 a) The content was relevant		0		0.000,100	0	
questions regarding	8 b) The presentations were informative	Ŏ	Õ	Õ	Õ	ŏ	
	8 c) The materials were clearly presented	Ŏ	Ŏ	Ŏ	Ŏ	ŏ	
Teacher Orientation	8 d) The handouts were useful	O	0	O	O	Ö	
	Process:	Strongly	Agree	Disagree	Strongly	Not	
	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	Agree			Disagree	Sure	
	8 e) This session was well organized	0	0	0	0	0	
	8 f) There was enough time for questions  8 g) There was enough time discussion	$\sim$	0	0		$\sim$	
	Overall Assessment:	Strongly	0		Strongly	Not	
	Overall Assessment.	Agree	Agree	Disagree	Disagree	Sure	
	8 h) Overall, this session was very useful	0	0	0		0	
	9. How can we improve future EDI teacher orientations?					_	
	la urau					_	
	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	Disagree	Strongly	Not	
	each of the following statements.	Agree			Disagree	Sure	
	10 The EDI checklists were easy to complete for most or all children	0	0	0		$\circ$	
	11 I knew who to contact in case I had any questions about the EDI	0	0	0	0	0	
	The process of submitting the completed EDI was simple	0	0	0	0	0	
Step 7: After	13 I would encourage other teachers to complete the EDI checklists	0	0	0	0	0	
completing and	My involvement will assist our community to better understand health, development, and well-being of children in our area	0	0	0			
	15 The experience of completing the EDI will be beneficial to my work		0	0	0		
saving your work	16 Completing the EDI checklist was a good use of my time	$\sim$	ŏ	<u> </u>	ŏ	$\tilde{}$	
using the Save	101010101						
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.							
	ш -				Save	Exit	
						LATE.	

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

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