

PROCEDURE FOR USING THE CDAS CORRECTION TOOL

The correction tool was devised to simplify assessment for the person administering the CDAS. The tool allows the user to calculate the child's age at the time of the assessment (taking into account prematurity) and, accordingly, to determine which scoring checklist to use. It compiles the results once the assessment is completed, adjusts them if necessary, and indicates the zone in which the child is situated for each of the dimensions that were tested.

Preliminary steps:

1. Make sure that Excel is installed on your computer.
2. Download the "CDAS_correction tool" Excel file available on the CLIPP website and keep it on your computer.
3. Close any previously opened Excel files.
4. Open the "CDAS_correction tool" file.
5. The correction tool includes macros (programming not accessible to the user). You may see a message asking you for permission to activate macros. **You must allow Excel to run macros for the tool to work.** The procedure for allowing macros varies depending on the version of Excel. If you are unable to run macros, you may have to ask your network administrator for assistance.

Filling in data:

1. Enter the name of the child in the appropriate box and press the "Tab" key (always use "Tab" to move on to the next box).
2. Enter the date of the assessment in YY-MM-DD format and press "Tab."
3. Enter the child's date of birth (YY-MM-DD). If the child is under 24 months old and was born prematurely, enter the duration of pregnancy in weeks in the appropriate box. The child's age will automatically be displayed and the program will select the proper scoring checklist. Press "Tab."
4. In the raw scores section, enter the child's scores (0 or 1); the program only allows access to some of the boxes depending on the scoring checklist used to input data. If any score other than 0 or 1 is entered, an error message will appear.
5. When all of the scores have been entered, the results and the child's zone are displayed for each dimension in the "Results" section. In some cases, a result may exceed 100%: in this event, consider that the child achieved 100%.
6. Click on the appropriate "action button" to print results, delete all of the entered data, or quit the application.

CAUTION:

Always use the "Quit" button to exit the application.

In case of any problems, please contact the CLIPP at 514-393-4666.

Thank you and best wishes!