



## How to Generate the Summary Report of Nursery Assessment

### Materials Needed

Please download the following three documents from [www.nidcap.org](http://www.nidcap.org):

1. ***Nursery Assessment Manual Excel Workbook Example.*** Example of a completed nursery assessment showing table and graphic representations as they will appear in the Summary Report of the Nursery Assessment. This is an example only. Please do not use this file to enter your own nursery's scores.
2. ***Summary Report of the Nursery Assessment Example***  
This document consists of three Tables:
  - Table 1: Nursery Assessment Manual Scoresheet
  - Table 2: Summary of Category Averages and Standard Deviations
  - Table 3: Scale Score Overview and Distribution
3. ***Nursery Assessment Manual Excel Workbook.*** Use this file to enter a nursery's assessment scores (Nurseries use "Site Edition" workbook and Site Reviewers use "Reviewer Edition")

### Guide to the Excel Workbook

To familiarize yourself with the process of generating a Summary Report, open the ***Excel Workbook Example and the Summary Report of the Nursery Assessment Example.*** The data in this Workbook example generated the ***Summary Report of the Nursery Assessment Example.*** Please review the examples before completing your own nursery's report. Familiarize yourself with the nine worksheets, tabbed at the bottom from left to right as follows:

***Enter the Scores*** – The scores entered on this page automatically generate all the tables and graphs that comprise the final ***Summary Report of Nursery Assessment.***

***Scores and Averages*** – This worksheet contains the formulae that calculate the averages and standard deviations that appear in ***Tables 2 and 3.***

***Table 1 Nursery Scoresheet*** – The scores on this worksheet are auto-filled from the ***Enter the Scores*** tab and generate Table 1 in the ***Summary Report of the Nursery Assessment.***

***Tables 2 and 3*** – The data in these tables are automatically generated from the ***Scores and Averages*** formulae and comprise Tables 2 and 3 of the ***Summary Report of Nursery Assessment.***

***Graph global, Graph physical environment, Graph infant, Graph family, and Graph staff:*** These five worksheets display the graphic representation of the scale scores entered.

## Entering the Scores

Once you have scored your nursery using the *Nursery Assessment Manual*, transfer the scores to the *Nursery Assessment Manual Excel Workbook*:

1. Open your downloaded copy of the ***Nursery Assessment Manual Excel Workbook***.
2. Save your file with a name containing your nursery name (i.e. Nursery Assessment Manual Excel Workbook Nursery Name Date).
3. Select the *Enter the Scores* worksheet tab on the bottom left of the workbook.
4. Transfer the scores (1, 2, 3, 4, 5 or N/A) to the *Enter Scores* column. The scales are listed by category in the same order as in the Nursery Assessment Manual (i.e., I. Physical Environment, II. Infant, III. Family and IV. Professional/Staff).
5. Review the other worksheets to be sure that the tables and graphs represent your entries.
6. **Note:** Please do not make any changes to the data in the following two Tabs: *Scores and Averages* and *Table 1 Summary Report*. The data in these are automatically generated from the scores entered in *Enter the Scores*, so any changes to them will corrupt the final report.
7. Add headers to the report and graph pages. Headers must be added to each of the seven worksheets that comprise the summary report.
  - a. Click on the *Table 1. Summary Report* tab at the bottom of the workbook.
  - b. Click “Insert” at top of the spreadsheet.
  - c. Click “Header & Footer”.
  - d. Click on “Custom Header”.
  - e. In the *middle column* replace *Nursery Name* and *City, State/Region* and *Country* with your nursery’s name and location; In the *right column*, type the date of the nursery’s assessment.
  - f. Click “OK”.
  - g. Click “OK” again.
  - h. Repeat for each of the other six worksheets: *Tables 2 and 3, Graph global, Graph physical environment, Graph infant, Graph family, and Graph staff*.
8. File > Save
9. Save report as PDF (see next page for instructions)

**Saving the Report as PDF File (There are many ways one may save a file as a PDF)**

1. Choose File > Print
2. Under “Settings” Choose “Print Entire Workbook”.
3. Choose your PDF option in the printer selection dropdown menu (e.g. Adobe PDF)
4. Indicate page selection of 9 to 19 (as you do not want to print the pages contained in the first two worksheets, i.e. tabs entitled *Enter the Scores* and *Scores and Averages*)
5. Click “Print”
6. Name the file NNACP Summary Report Nursery Assessment [nursery name] [date] (e.g. NNACP Summary Report Nursery Assessment General Hospital NICU 15July2015) and choose folder where you want to save file.
7. Click “Save”.

**OR**

1. Choose File > Save As
2. Name the file NNACP Self-Rated Scores [nursery name] [date] (e.g. NNACP Self Rated Scores General Hospital NICU 15July2015)
3. Select “PDF” under “Save as type:”
4. Click “Options”
5. Indicate pages to print: 9 to 19.
6. Click “Save”

**OR** create PDF file in some other way that you are accustomed, just be sure that you indicate the pages (p. 9 to 19) to include in PDF.

If you are unable to save the file as a PDF, then print pages 9-19 and scan them choosing “PDF” as the desired format.

**\*For submission as part of the NIDCAP Nursery Certification process, please follow the instructions below.**

Save or Scan all these materials onto a USB stick and submit to Mr. Rodd Hedlund, MEd with the NNACP Application: Part II and associated materials (i.e., **scored Nursery Assessment Manual Score Sheets, Nursery Assessment Manual: Provision of Evidence**). See ***Directions for Submitting NNACP Application: Part II and Associated Materials*** (last page of NNACP Application: Part II).

**Questions or Concerns?**

Please contact:

**Rodd Hedlund, MEd.,**

**Director, NIDCAP Nursery Assessment and Certification Program (NNACP)**

[nnacpdirector@nidcap.org](mailto:nnacpdirector@nidcap.org) or 785-841-5440