

Guidelines for Remote/Virtual IGDI Administration:

General administration guidelines:

- The play partner and child should be by themselves in a room that is free of as much noise as possible (no siblings, pets, tv noise, etc.)
- A tablet, laptop, or phone should be setup or held by another person in such a way that the play area, child, and adult are fully visible and can be clearly heard.
- If possible, use Zoom (or another video conferencing platform that allows recording, Skype, Webex, etc.) to connect with the person coding the assessment so that a video recording can be taken of the IGDI assessment to be scored later.
- Even if the IGDI assessment is set to be recorded via Zoom/Skype/Webex and scored at a later time, it is a good idea for the coder to also score the assessment live. In the event of a technology glitch and the assessment does not record as expected, there are still scores available for that IGDI assessment.
- If the only/best alternative is FaceTime, this YouTube video shows the steps that can be used for the assessor to record the play session.
<https://www.youtube.com/watch?v=wnvxkLFCRI>

Toy set guidelines:

- The same standard toys should be used for each IGDI assessment whenever possible.
- PRIOR TO THE VIRTUAL ASSESSMENT: check with the family on the availability of standard toy sets. If the family does not have the standard toys for an IGDI assessment, but proposes an alternate toy, email the IGDI team: Susan Higgins: kusus@ku.edu and Jay Buzhardt: jaybuz@ku.edu for approval on use of alternate toy.
- If the family has any of the toys needed to complete the IGDI assessment, use those toys rather than using a center/staff set:
 - ECI:
 - Fisher Price House
 - Fisher Price Barn
 - EMI:
 - Pop up tent/bus/house enclosure with balls
 - Foam blocks and balls
 - EPSI:
 - Stacking cups
 - Pop up animals/dinosaurs/eggs
 - Gumball or Pound a ball toy
- As with any toy used for an IGDI assessment, have the parent remove the batteries from any toy before beginning the IGDI administration.
- If using toys from the center or home visiting program, consider only doing 1 IGDI per day with that toy set, then bring back for thorough deep cleaning before using again for another child.

Scoring and Data entry:

- As stated on page 1, we do recommend videotaping the virtual assessment, then scoring later; even if you have scores from watching the assessment live it is recommended that you score the video taped assessment and use those scores when entering into the online data system.
- As when scoring any assessment by video, wear headphones to assist in the clarity of the audio.
- If you feel that the assessment was not valid (this may happen more often with virtual assessments), do not score it.
- When entering the assessment into the online data system, select whether the assessment was scored “live” or “video” and then also make sure to check the box that says “virtual/remote.”
- If any toys were used that were NOT standard toys for the IGDl assessment, note that in the notes/comments section during data entry.

