MISSISSIPPI DEPARTMENT OF EDUCATION

Ensuring a bright future for every child

BDI-2 Early Childhood Screening Procedures
SPP/APR Indicator 7 – Early Childhood Outcomes
07/23/2018

Indicator 7 - Percent of preschool children aged 3 through 5 with IEPs who demonstrate improved:
    A. Positive social-emotional skills (including social relationships);
    B. Acquisition and use of knowledge and skills (including early language/communication and early literacy); and
    C. Use of appropriate behaviors to meet their needs.

The purpose of this document is to provide special education preschool personnel an overview of the functions and processes within the BDI-2 screener that *must be used* to enter *required early childhood outcome data on all preschool special education children.* These data are used annually for district and state reporting. Major functions associated with the BDI-2 screener are described in this document and linked from the table of contents.

Technical assistance with BDI-2 functions and processes is provided by the MDE. Please contact Candice Taylor at cataylor@mdek12.org at MDE for more information.

Local performance on each district's child outcomes data will continue to be posted on the state website annually. This includes district performance on the 3 sub-indicators listed above as well as each district's completion rate. Completion rate is the proportion of children for whom entry and exit scores are reported as compared to the total number of children in the district's preschool special education child count. The state target for completion rate is 25%. Statistically underreporting outcomes of preschool special education students could impact the district's determination level.

Table of Contents

Screening at Entry and Exit

Since school year 2013-2014, all preschool children must be assessed upon both their entry into and exit from the preschool special education program. This includes children with disabilities ages 3 through 5 years, regardless of grade level.

Children's **entry events** that require an entry screening include:
- A child, age 3 to 5.5 years, just ruled eligible for special education services
- A child, age 3 to 5.5 years, transferring into a MS district from another state
- A child, age 3, eligible for Part B transferring from Part C.

Children's **exit events** that require an exit screening include:
- A child turning age 6 and therefore exiting preschool special education
- A preschool child of any age that is no longer receiving services, as long as it has been 6 months since the entry screener
- A preschool child of any age moving from a MS district to another state, as long as it has been 6 months since the entry screener

Important Considerations to Remember

1. At both entry and exit, children are given the BDI-2 screener and not the full assessment.

2. The entry screener should be administered within 30 days of Individualized Education Program (IEP) implementation.

3. The exit screener must be given before the child turns 6 years old. Screeners that are given to children after they turn 6 will not be considered and will be counted as missing for the district. Therefore, it is important to schedule a child's exit screener with adequate time prior to a child's 6th birthday to accommodate a rescheduling if needed (e.g., illness).

4. There needs to be at least 6 months between the entry and exit screeners. If a child enters the early childhood program within 6 months of their 6th birthday, neither entry or exit screener is required as the child would not be in the program for the 6-month minimum required between entry and exit screeners.

5. After an entry or exit screener is given, data should be entered. The deadline for all data entry for a school year is the end of each school year, June 30th. Data are pulled soon after and therefore it is important that all entries for all BDI-2 entry and exit screeners be entered by the end of June.

6. All data shall be entered in the BDI-2 Data Manager website at https://www.bdi2datamanager.com/default.aspx.

(Contact Candice Taylor at cataylor@mdek12.org if you need assistance with user account information.)

Program Note 2 - IMPORTANT

For each entry and exit screener entered in the BDI-2 Data Manager, click on the Program Note link and select "Entry" or "Exit" in the "Program Note 2" drop-down field. Riverside will not consider any other Program Note fields when pulling outcome data for Indicator 7.
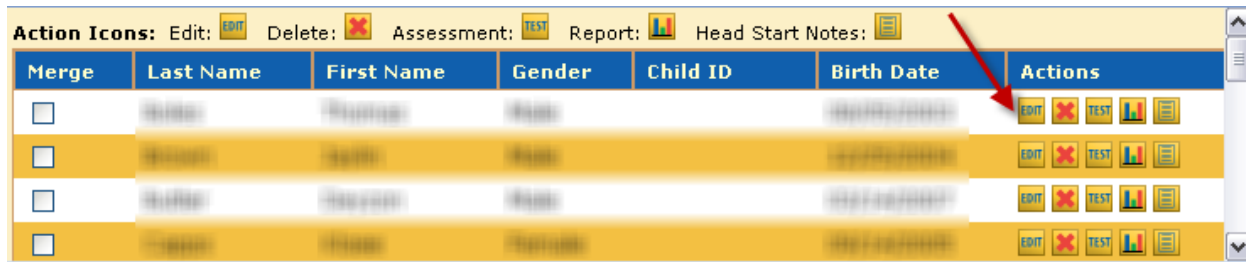

Program Note 2 should be left blank for any other screener results that are entered in the BDI-2 Data Manager (ex: for progress monitoring purposes, etc.)

Riverside published a normative update in 2015, so the current norms are called the BDI-2 NU norms. Beginning Fall 2017, children who have an entry screener conducted should be calculated using the BDI-2 NU norms. Children whose entry screener was calculated with the BDI-2 norms should have their exit calculated with those same norms.

Importance of Using MSIS IDs

MSIS IDs in the Child ID field help track children. When adding a new child or assessing an existing child, enter the MSIS ID. To add the MSIS ID for an existing child, click the "Edit" button next to the child's name in the BDI-2 Data

Manager under the View Roster or Search Child menu. Be sure to enter all nine digits (e.g., 001234567) without spaces, dashes, or other characters.

Transferring Children from District to District

Email cataylor@mdek12.org when children transfer to your district from another district. Candice will reroster them to your district. Make sure to include which school in your district the children currently attends in your request.

Adding a Child Record

Children who have received a BDI-2 screening need to be added to the BDI-2 Data Manager. Here's how:
1. Once you have logged in to the system, select the **Child Administration** tab and then select **Add Child**.

2. Fill in the required fields (with red asterisk) AND the **Child ID** (using their MSIS #) for the child.
3. Select the school/program the child attends (or is connected to in MSIS).
4. Click **Save** (or **Save and Add Another Child** if desired).
5. Once a child has been added, you can search for the child to edit demographics or enter testing information.

Searching for a Child Record

You may need to search for a child to edit their information or enter assessment information.
1. Select the **Child Administration** tab and then select **Search Child**.

2. Enter the child's first and last name or Child ID (MSIS #), then click **Search**. Hint: If you don't enter a name or ID and click **Search**, all of your children will populate.
3. After you click Search, either the child's name will appear, or you will get a message that says "No results found for search".
4. When a child's name comes up in your search, there will be five (5) icons beside it in the **Actions** column. They are:

   a. **EDIT** – you can make changes to demographic information and school assignment here.
   b. **X** – allows you to delete the child. The child is not actually removed from the system but will not be considered active in the Data Manager. If you need to "undelete" a child, you will simply click the white X that appears in the Actions column.
   c. **TEST** – you can enter assessment data on the selected child here.
   d. **Bar graph** – you can view reports on the selected child here.
   e. **Head start notes** – you can add notes related to Head Start on the selected child here. (This one is not often used, since our primary use for the screener is Indicator 7.)

Entering Assessment Data

Once a child has been assessed, the assessment data must be entered into the Data Manager. To enter assessment data:

1. Select **Child Administration**, then **Search Child.**

2. Enter the child's name or MSIS number and click **Search.**
3. Select the **TEST** icon (center icon) by the child's name.
4. Select **Complete Assessment** or **Screener** (You will only choose screener for Indicator 7, but if your district uses the complete assessment or the screener for other purposes, you can enter that data here as well).
5. Select **Raw Scores** or **Item Details** (Only Raw Scores are required for Indicator 7 but reports to share with teachers/families can only be generated if Item Details are entered).
6. Check the boxes by the domains that were administered to the child or check **All** if all domains were administered on the same date.
7. Enter the **Test Date** for each domain that was administered or click on the calendar icon to select the test administration date.
8. Enter the name of the test examiner that administered each domain or click the **Examiner** icon to select an examiner.
9. Enter Raw Scores for each domain and click **Save**;
10. **OR**, if you wish to enter Item Details, click **Next** to continue.
    Enter the number of points (**2,1**, or **0**) and the administration procedure (**S**, **O**, or **I**) from the paper protocol for each item that was administered.
11. Click **Done** when all items have been entered.
12. Review the summary of scores when all data has been added to ensure accuracy.

Reports

Once assessment data has been entered, reports can be viewed, either for individual children, or for groups of children.

Individual Child Reports
1. Select the tab that says **Reports**, then select **Child Reports.**
2. **Search** for the child whose data you wish to view.
3. Select the **Report** icon (bar graph).
4. Choose the type of report you wish to view, then select **Go to Report Criteria.**
5. Select the date of the assessment you wish to view and any other options, then click **View Report**. The information provided will look different based on which report you selected.

Group Reports
1. Select the tab that says **Reports**, then select **Group Reports.**
2. Choose the school/program you wish to view.
3. Choose BDI-2 Norms or BDI-2 NU Norms (depending on which was used. Since we are in transition right now, it would be best to run both.)
4. Choose Group Screener (if you are looking at Indicator 7 data) or Complete Roster Report (if your district uses the full assessment), then click **Go to Report Criteria**.
5. Enter the **Date Range** you wish to view. Each school year's data goes from July 1 to June 30.
6. Make sure your email address is in the **Email** box and click **Schedule Report**.
7. You will be taken to the **Scheduled Queue** page, with a message at the top that says "Report has been scheduled". This page is home to all **Group Reports** and **Exports** (see instructions below for **Exports**). The most recent report will be at the bottom of the page. It should say "Not Started".
8. You will receive an email when your **Group Report** is ready. You can refresh your **Scheduled Queue** page if you stayed on it, or you can go to the **Import/Export** tab and choose **Scheduled Queue**.
9. It will now say **Finished**. Click on the downward-pointing blue arrow to download the report.
10. Choose **Open** when prompted. Double-click the file, then you should see a file with an icon like a disc drive. Right-click and choose **Extract All** (the file has to be unzipped) and then click **Extract**.

11. Double-click the file name several more times, then eventually you will get a pdf. It will say **Summary Report**. It looks like this:

For export data (by school):

1. Sign in to the data manager and go to **Import/Export**.
2. Hover over **Import/Export** to bring up menu and select **Export**.

3. Select the type of report you want to export. To get assessment information and demographics you will select **Student and Assessment Summary**.

Export
Fields with * are required fields

The Migration Export, the Student and As
scheduled exports. Upon request, these e
take up to 24 hours and will be available i
All other exports are generated on deman
while they are generating as it will cause

Select File to export:*

○ Organizations

○ Staff

○ Students

○ Assessment Summary

○ Assessment Domains

○ Assessment Details

○ Assessment Observations

◉ Student and Assessment Summary

○ Migration Export

4. Select the school/program you want to pull data from.

Selected Organization:*

⊟ SDECO

    ⊟ SD State Test Site

        ⊟ DOE School - Test site

            └ 619 Coordinator test site

5. Choose the **range of dates** you want to pull. Data is pulled for fiscal year for State reports, which is July 1 through June 30. To include entry screeners for children that are exiting in the current school year, go back 3 years in your date range.

Export Beginning Date*
7/1/2014

Export Ending Date*
5/22/2015

Select Program Note Criteria:

Criteria 1:

Criteria 2:

6. **Enter your email address** so you receive notifications that the report is being gathered and when the report is available. Then select **Schedule Export**.

You will be taken to the **Schedule Queue** page where you will see your request at the bottom of the list. It will be listed as "Not Started" while the program is running your report.

An automatic email will be sent to the email address you entered.

You will receive another email when the report is ready to view.

How to Access Reports

1. Hover over **Import/Export** from the menu select **Schedule Queue**.
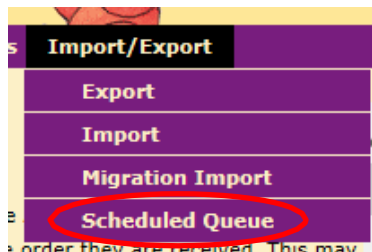
2. Find your report at the bottom of the list and select the **button**.

19364	11/19/2014	11/19/2014	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19364.zip	Finished	
19924	01/07/2015	01/07/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19924.zip	Finished	
19932	01/08/2015	01/08/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19932.zip	Finished	
21372	03/25/2015	03/25/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB21372.zip	Finished	
21385	03/27/2015	03/27/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB21385.zip	Finished	
22385	05/22/2015	05/22/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB22385.zip	Finished	

3. Double-click on the file name and you should then have the option to Extract All. This may look different depending on what version of Windows you are using. Click to Extract then continue to double-click the file names until you get to something like this:
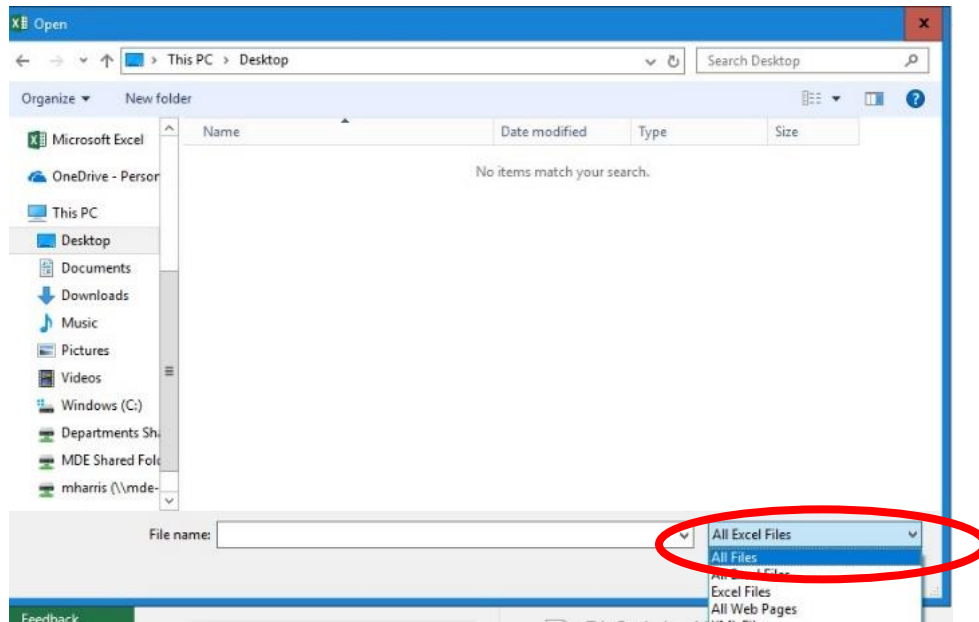

StudentAssessmentSum_JOB30152.txt

4. Save this file somewhere you can easily retrieve it, renaming it if desired.
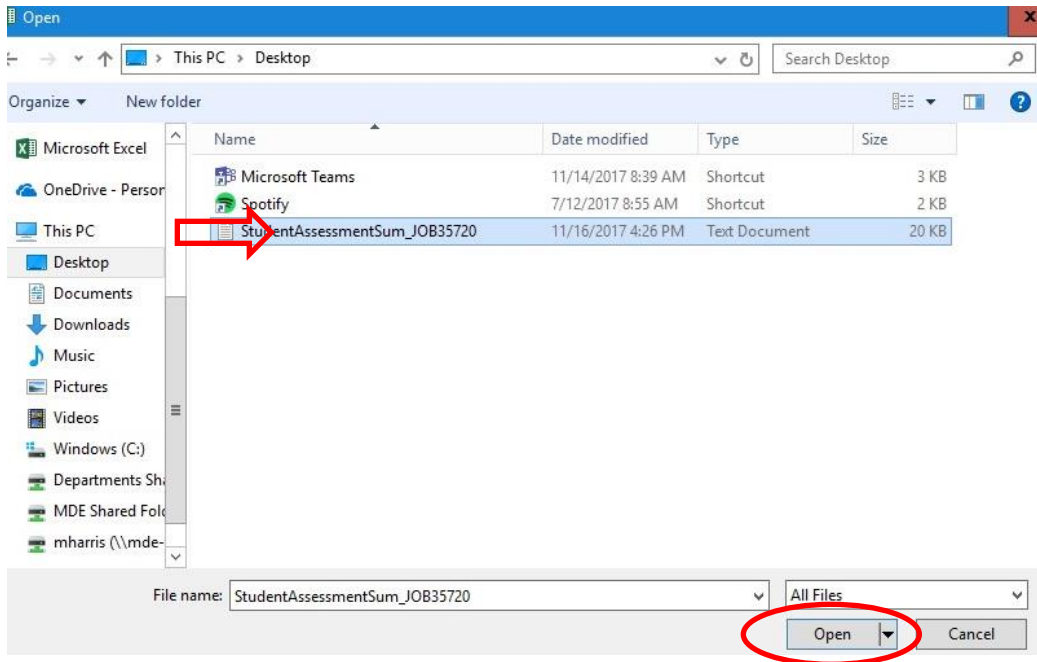
How to Transfer Report Content into Excel
Report data can be transferred into Excel for additional calculations and analysis.
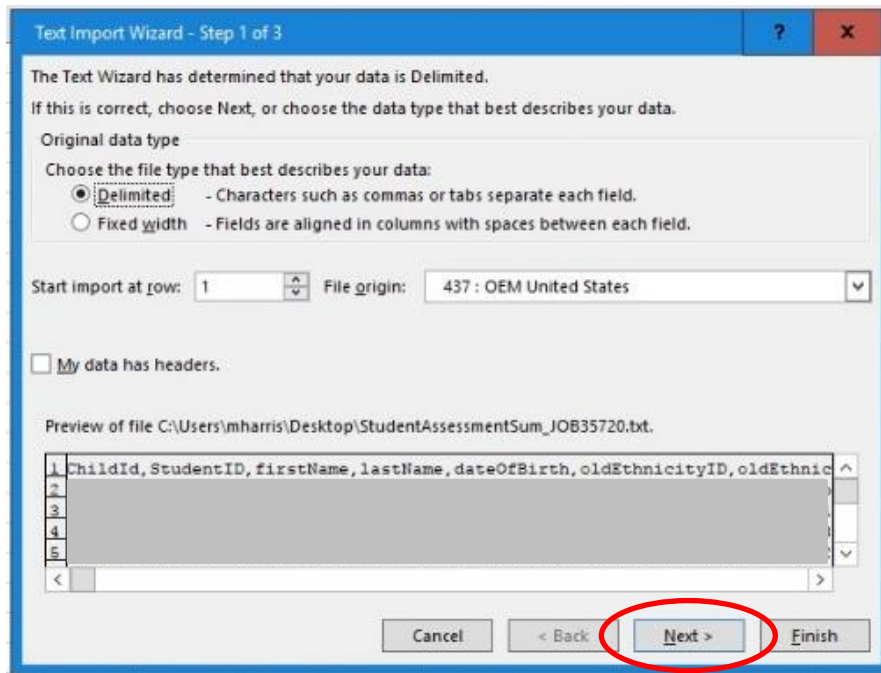
1. Open Excel and chose **Open**. Change the file type to **All Files** to see the export.
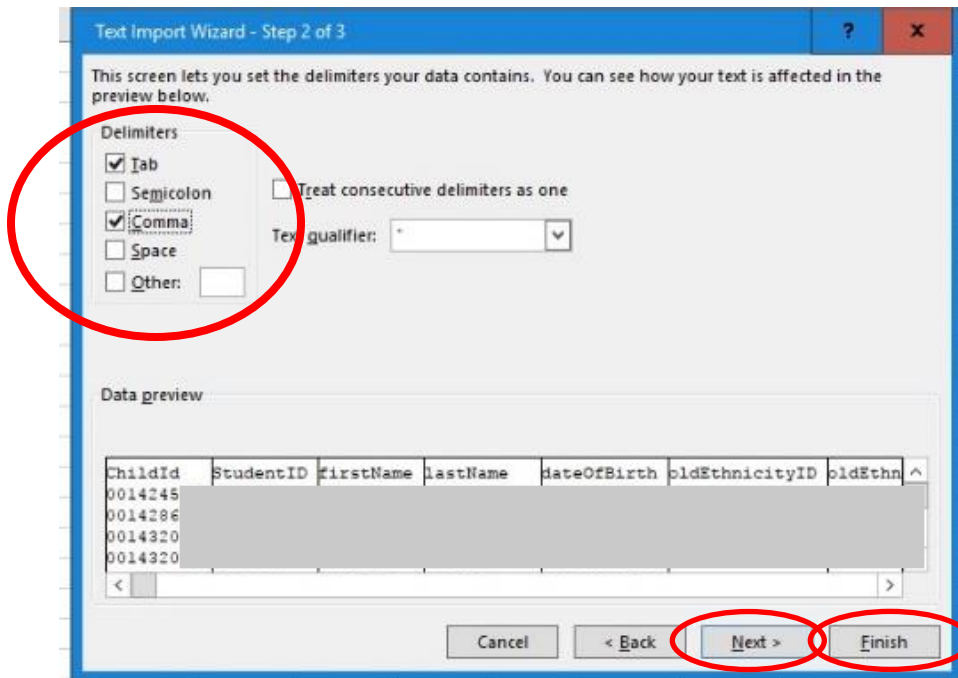

You should then see your file.

2. Double click the file to open it, or single click, then click **Open**. The following box should pop up. Hit **Next**.
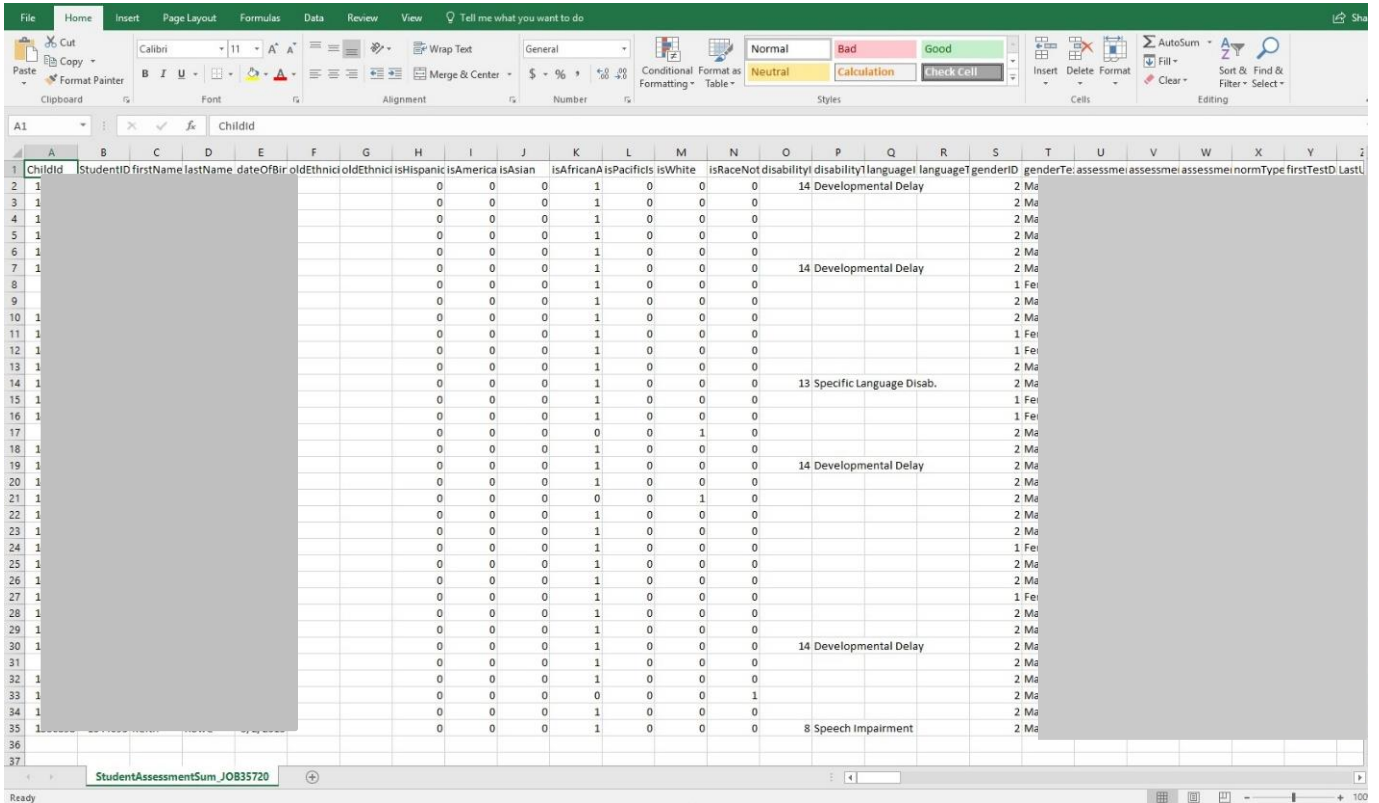

3. When the next box pops up, the **Tab** box should already be checked; make sure the **Comma** box is also checked. Click **Next** and then **Finish**.

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Updated 1/24/2018

File will look like this when opened:

4. Delete columns you don't need by highlighting the column, right clicking, and selecting **Delete**. Below are some columns frequently used.

A	B	C
firstName	lastName	dateOfBirth

D	E	F
assessmentTypeText	programNote	programNote2

G	H	I
School/Site	District	State

5. Use this spreadsheet to make sure all information is included and correct, particularly that Entry and Exit are coded correctly under Program Note 2. If you went back 3 years in your date range when generating this report, it may be helpful to sort this spreadsheet alphabetically. This will put each child's screeners together if they have more than one.