

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 <u>cataylor@mdek12.org</u> 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	3
Program Note 2 – IMPORTANT	4
Importance of Using MSIS IDs	4
Transferring Children from District to District	5
Adding a Child Record	5
Searching for a Child Record	5
Entering Assessment Data	6
Reports	7
Individual Child Reports	7
Group Reports	7
How to Access Reports	10
How to Transfer Report Content into Excel	12

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 <u>not</u> 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.

Battelle	on Child Administration Penorts Import (Evport						
Use this page to view a list of assessments administered to a To view only complete assessments, click Complete Ass	a child and to edit or add assessments to a record.						
To view only complete assessments, click Complete Ass button. To view all the assessments for the child, click AI Deleted button. To add a new assessment to the record, click the New C the New Screener button. To merge assessment information, click the check boxes Merge Selected button. Note: You cannot undo a merge after it has been completed To delete an assessment from the child's record, click the appears, click OK button to remove the assessment from							
To undelete an assessment, click the Undelete icon. Clic To access Program Notes from the Assessment(s) page, Program Note(s). Complete Assessment OScreener Deleted OAll <u>Merge Selection First Date Retest Instrument AD</u>	Program Note 5: Part B Entry Entry Exit 2 Actions: Image Actions: PP P-S COM MOT COG 7 Program Note Delete						
4/9/2008 - Screener X 11/29/2007 - Screener X	- X X - 9 Program Note - X X - - Program Note						
Merge Selected	Copyright ©2011 by LINC, Associates & The Riverside Publishing Company						

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.

Action Icons: Edit: 💷 Delete: 😹 Assessment: 🔤 Report: 🛄 Head Start Notes: 🗐 🔪 🔷								
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Transferring Children from District to District

Email <u>cataylor@mdek12.org</u> 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:

Action Icons: Edit: 🔤 Delete: 😹 Assessment: 🔤 Report: 🔟 Head Start Notes: 🗐 🔪								
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- 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;
- 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:

J= Jn 2nd No	rmative Updat	0 0			Date:	10/27/201
Studen	t Name: Sender: Male District: Foorarine:	Re	sults Based on -1.5 Sta Age in Months: 71 Child ID Date of Birth, w	months	School/Site: Po Assessment Date: 8/2 Report Generated with: 8D	plannie Lower 19/2016 II-2 NU Norms
Domain	Adaptive	Personal-Social	Communication	Motor	Cognitive	BDI-2 Total
Raw Score	33	39	40	38	36	186
Pass/Refer	Pass	Pass	Pass	Pass	Pass	Pass
					Total AE	72
Studen (t Name Gender: Male District:		Age in Months: 71 Child ID: Date of Birth:	months	School/Site: _{Po} Assessment Date: 8/2 Report Generated with: BD	plarville Lower 9/2016 II-2 NU Norms
Domain	Adaptive	Personal-Social	Communication	Motor	Cognitive	BDI-2 Total
Raw Score	32	34	33	36	29	164
Pass/Refer	Pass	Pass	Pass	Pass	Refer	Pass
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Studen	t Name: Sender: Male District: roparvine		Age in Months: 71 Child ID: Date of Birth: ച	months	School/Site: Assessment Date: 9/1 Report Generated with: BD	2/2016 II-2 NU Norms
Domain	Adaptive	Personal-Social	Communication	Motor	Cognitive	BDI-2 Total
Raw Score	30	33	35	34	27	159
ass/Refer	Refer	Pass	Pass	Pass	Refer	Refer
			11		Total AE	56
	Results	based on Battelle Deve ht 2007 Linc Associates	lopmental Inventory, Se and The Riverside Pub	cond Edition (BDI-2) lishing Company, All	Screening Test. rights reserved.	

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 take up to 24 hours and will be available
All other exports are generated on demai while they are generating as it will cause
Select File to export:*
O Organizations
◯ Staff
○ Students
O Assessment Summary
O Assessment Domains
O Assessment Details
O Assessment Observations
Student and Assessment Summary
O Migration Export

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

Selected Organization:*								
⊡ SDECO								
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 Beginn	ing Date*
7/1/2014	
Export Ending	Date*
5/22/2015	×
Select Progra	n 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**.

Export File Format	
Select File Delimiter	
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E-mail:* Enter Your Email Address	×
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.

Home	Hierarchy Org	anization	Staff Administratio	n Child Administration	Reports	Import/Ex	port
36936	01/19/2018	01/19/2018	Export - Student and Assessment Summary	StudentAssessmentSum_JC	B36936.zip	Finished	
36937	01/19/2018	01/19/2018	Export - Student and Assessment Summary	StudentAssessmentSum_JC	B36937.zip	Finished	
36938	01/19/2018	01/19/2018	Export - Student and Assessment Summary	StudentAssessmentSum_JC	B36938.zip	Finished	
36939	01/19/2018	01/19/2018	Export - Student and Assessment Summary	StudentAssessmentSum_JC	B36939.zip	Finished	
36940	01/19/2018	01/19/2018	Export - Student and Assessment Summary	StudentAssessmentSum_JC	B36940.zip	Finished	
36941	01/19/2018	01/19/2018	Export - Student and Assessment Summary	StudentAssessmentSum_JC	B36941.zip	Finished	
36942	01/19/2018	01/19/2018	Export - Student and Assessment Summary	StudentAssessmentSum_JC	B36942.zip	Finished	
36943	01/19/2018	01/19/2018	Export - Student and Assessment Summary	StudentAssessmentSum_JC	B36943.zip	Finished	
36944	01/19/2018	01/19/2018	Export - Student and Assessment Summary	StudentAssessmentSum_)C	B36944.zip	Finished	
36947	01/19/2018	01/19/2018	Group Report- Screener Roster	GR_19_36947.zip		Finished	
37241	01/24/2018	01/24/2018	Group Report- Screener Roster	GR_19_37241.zip		Finished	
37369	02/09/2018		Export - Student and Assessment Summary		(Not Started	*
14 4	12 F H	Page size	75		Page 2 of 2,	items /o to	144 of 144.

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.

5	Import/Export	
	Export	
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2. Find your report at the bottom of the list and select the **button**.

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21372	03/25/2015	03/25/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB21372.zip	Finished	X	
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22385	05/22/2015	05/22/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB22385.zip	Finished	Č	~

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:

StudentAssessmo	entSum_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.

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	🗩 Spotify	7/12/2017 8:55 AM	Shortcut	2 KB	
This PC	StudentAssessmentSum_JOB35720	11/16/2017 4:26 PM	Text Document	20 KB	
Documents Downloads Music					
Documents Downloads Music Pictures Videos Windows (C:) Departments Shi MDE Shared Folc mharris (\\mde- ✓					

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

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The Text Wizard has deter If this is correct, choose N Original data type	mined that your data is D ext, or choose the data ty	elimited. pe that best describ	es your data.		
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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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28 1		0	0	0	1	0	0	0			2 Ma				
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4. Delete columns you don't need by highlighting the column, right clicking, and selecting **Delete**. Below are some columns frequently used.

firstName	<u>~</u>	lastName	dateOfBirth
	D	E	F
assessme	entTypeText	programNote	programNote2

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.