

What do I do first?

1. Check the online database (not the IEP) to see if the student already has an entry BDI.
2. If there is an entry BDI there, print the score report for your records. (Use the age equivalencies (AE) to complete the BDI graph from Appendix U.)
3. **If no entry is found, then you must complete one within the child's first 30 calendar days in your classroom.** (If the child was in a PreK SPED Program last year, or was tested by Child Find or UM CARD, an entry BDI *may* already exist. Contact D.DeCario or S.Rad

How do I check the online database for an entry BDI?

- Go to www.bdi2datamanager.com
- Enter Login ID: Reports619
Password: Repo619%
- Go to "Reports"
- Choose "Child Reports"
- Enter the child's first and last name.
- If the child's information does NOT appear, try searching with the ID #
- If the child's information DOES appear, then in the "Actions" column, click on the report icon (bar graph).
- Click on "Test Record Report" in the right-hand column.
- Click on "Go to report criteria" at the bottom of the screen.
- Select the assessment date.

If you cannot find your student in the database, or if you notice an error, please email ddecario@dadeschools.net or sradquintana@dadeschools.net (new teachers) with the student's name, ID #, date of birth, & gender. **We will add the student to the database.** Please do NOT add students to the data manager yourself. (Note: If you find yourself typing in a child's DOB, STOP & call us.)

How do I "Download Child Records"?

Do this BEFORE you begin a new assessment:

- Make sure you have internet access.
- Click the BDI icon (BDI2.Mobile Program) on your computer screen.
- Enter your *assigned* User ID & Password.
- In the "My Activities" box on the right-hand side, click "Upload/Download."
- Once you are on the "Upload/Download" screen, click the "Download Child Records" button on the bottom-right.

How do I begin a new complete assessment?

1. Click the BDI icon on the computer desktop.
2. Click "Start a new assessment."
3. Search for your child by entering first & last name and/or ID. (If not found, see below-left.)
4. If child record is found, select child's name.
5. Click "Start Assessment" (box on right) & select the assessment date. (The other buttons are pre-set; no need to click any of the them.)
6. The program will start you automatically at the appropriate starting point.
7. You can pause by clicking on "Save and resume later." You will be able to locate it later in the "Assessments in Progress" folder on the home screen.
8. Complete the **3 required domains: Adaptive, Personal-Social & Communication**
9. Click on "Program Notes."
 In the Program Note 2 box, select "Part B Entry" or "Part B Exit" & type your name in the box above as the assessor. (See page 2 of this form for Program Note codes key.)
Program Note 3: Choose service delivery model
Program Note 4: Choose lunch status
Program Note 5: Choose attendance code
10. Click on the "Conclude Assessment" button, once assessment & Program Notes are done.
11. To UPLOAD a completed entry/exit assessment, select the student's name from the Upload/Download folder & click "Upload"

Program Note 2 & Data Collection Changes and Additions for 2018-2019

Program Note 2

Part B Entry

Part B Exit

1 – Used by FDLRS or District when a student may only have <6mo. in PreK SPED, if eligible

0 – District Use Only

Program Note 3 - Service Delivery Model

0 – walk-in SPL therapy

1 – Consult Model

2 – Inclusion

3 – ASD/Inclusion

4 – LEAP

5 - ½ RM

6 – RM

7 – ASD

8 – IND

9 – ½ SPL or DHH

Program Note 4 – Lunch Status (Info. can be obtained from cafeteria manager.)

3 – full cost

2 – reduced

1 – free

Program Note 5 – Attendance Codes

0 – n/a – Beginning of Year or Entry BDI (Insufficient time in attendance to report)

1 - Consistent (few absences)

2 – Frequent Absences

3 – Frequent Tardies

4 – Frequent Early Dismissals

5 – Long-term absence due to illness or medical issue

6 – Moved from one school/class to another in MDCPS