

More on updated BDI MDS password

Lopes, Alexandre S.

To: [Molina, Ayna B.](#); [Edgington, Chelsea E.](#); [Cole, Kristen K.](#); [Piedra, Lissette M.](#); [Tejeda, Monica M.](#); [IGLESIAS, RUMAIKA](#); [Wheeler, Cynthia A.](#); [Bordon, Lillian D.](#); [Mendez, Maricel](#); [Bryan, Nadene V.](#); [DETRINIDAD, YAMARI](#); [Alexander, Christie](#); [Guergo, Diana M.](#); [ENRIQUEZ, HAEDY](#); [Friera, Olegna S.](#);

Cc: [Alvarez, Frances](#); [Ashenoff, Ilka D.](#); [Becquer, Elsy P.](#); [Bernal, Margarita](#); [BRIDGES, AQUEELAH S.](#); [Caso-delgado, Julissa M.](#); [Decario, Deanna A.](#); [Docobo, Doreen M.](#); [Figueiras-leon, Raquel](#); [Gil, Olga M.](#); [Gispert, Ana M.](#); [Hernandez, Yamile R.](#); [Jacobs, Shelly S.](#); [Kobasky, Dora P.](#); [Lopes, Alexandre S.](#); [Martinez, Adriana](#);

Attachments:  [BDI Frequently Asked Ques~1.docx \(30 KB\)](#) [Open as Web Page]

Monday, August 31, 2015 9:21 AM

Good Morning, Pre-K SPED Teachers,

The BDI MDS password has been updated, and the new information is provided in the document that has been attached to this message. In addition, the new information has been posted in Appendix U on the Pre-K SPED Website. (The form will have a new date in the bottom right-hand corner of 8/29/15.)

Sincerely,
Alex Lopes

BDI MDS Guidelines & FAQs

What do I do first?

1. Check the online database to see if the student has an entry BDI already in the system.
2. If there is an entry BDI in the online database, print the score report for your records.
3. If no entry is found, then one must be completed within the child's first 30 days in your classroom. (If the child was in a PreK SPED Program last year, an entry BDI may already exist. Contact S. Rad or D. DeCario for assistance.)

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

- Go to www.bdi2datamanager.com
- Enter Login ID: Reports619
Password: Rep619%
- Go to "Child Administration"
- Go to "Search Child"
- 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, go to "Reports" and choose "Child Reports" from the drop down menu.
- Enter the child's information (name or ID) and click on "Search."
- In the "Actions" column, click on the report icon (it looks like 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.
- Click "View report."

If you cannot find your student's information in the database, please email sradquintana@dadeschools.net with the student's name, ID #, date of birth, & gender. We will add the student to the database.

Before you begin a new assessment:

- You **MUST complete a download** onto your computer in order to update your database **BEFORE** you search for a child record.
- Click the BDI icon on your computer screen.
- In the "My Activities" box on the right hand side, click "Upload/Download."
- Once you are on the "Upload/Download" screen, click "Download Child Records" button on the bottom right.

How do I begin a new complete assessment?

1. Click on the BDI icon that is on your computer desktop.
2. Click "Start a new assessment."
3. Search for your child record by entering their first and last name and/or ID. (If you cannot locate your child record, see below.)
4. If you locate your child record, select the child's name.
5. In the box on the right side of your screen, select the assessment date and click "Start Assessment." There is no need to click any of the other buttons, they are pre-set.
6. The program will start you automatically at the appropriate starting point.
7. You can pause the assessment by clicking on "Save and resume later." You can then locate the assessment in the "Assessments in Progress" folder on your home screen.
8. Complete the 3 required domains: Adaptive, Personal/Social, & Communication
9. **BEFORE** you conclude the assessment, click on "Program Notes." In the Program Notes 2 box, select "Part B Entry" or "Part B Exit" and type your name in the box above as the assessor.
10. When you finish the assessment, click on the "Conclude Assessment" button.
11. To **UPLOAD** completed entry/exit assessments, select the student's name from the Upload/Download folder and click "Upload."