



BDI MDS Access restored

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Cc: Alvarez, Frances; Antunez, Maria A.; Ashenoff, Ilka D.; Becquer, Elsy P.; Bernal, Margarita; BRIDGES, AQUEELAH S.; Caso-delgado, Julissa M.; Correa, Maria P.; 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.;

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

Friday, September 11, 2015 4:26 PM

Dear PreK SPEFD Teachers,

BDI MDS Database access is functional again.

PLEASE make sure you are entering the correct login and password.

When the password is entered 5 times incorrectly, by any combination of users, EVERYONE gets locked out.

The access information is as follows:

Go to: www.bdi2datamanager.com

Login: Reports619

Password: Repo619%

PLEASE DO **NOT** use your other software access login and password (prek XX/preK XX) to log on to the website to check your class list.

If you see that we are locked out, choose the reset option, **and** e-mail me at ddecario@dadsechools.net so that I can reset it. (I recently set up this option with the state so that I no longer have to contact them each time this occurs.)

The attached BDI MDS Guidelines & FAQs document should be printed and posted by your computer for easy reference.

As indicated on the Teacher Checklist, please do not begin BDI Entry assessments until 9/14/15, by which time I will have sent you updated directions for accessing the software on your computer. We have received new licenses and you will likely be assigned a new license and password.

If you have any questions, please contact me at ddecario@dadeschools.net.

Have a fun week with your students!

Wish you well,

Deanna

*Mrs. Deanna A. DeCario, M.S. Ed.
Assistive Technology Specialist (LATS) &
PPFC Teacher*

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."