



BDI-2 Data Manager's Guide

BDI-2 Data Manager™
Guide to Use for the South Dakota Birth-to-Five
Child Outcomes Measurement System

The Data Manager is a product of
Riverside Insights
One Pierce Place
Suite 900W
Itasca, IL 60143
Phone: 800.323.9540
Web: www.riversideinsights.com

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Introduction and Getting Started

The *Battelle Developmental Inventory™, 2nd Edition*, (BDI-2™) is an early childhood assessment instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

This manual is intended for users of the BDI-2 Data Manager in the South Dakota Birth-to-Five Child Outcomes Measurement System. Data collected will be used to report on Indicator 3 (Part C) and Indicator 7 (Part B) of the State Performance Plan. These indicators relate to outcomes for preschool children with disabilities. South Dakota is required to report on whether preschool children with disabilities are making progress in:

1. Social/emotional skills
2. Skills related to the acquisition and use of knowledge (to include communication and early literacy skills), and
3. The use of appropriate behaviors to meet their needs (adaptive skills).

Benefits

- New items based on the current best practices in early childhood standards
- Clear, comprehensive norms, sensitive to the rapid development of children
- Clear, comprehensive scripted Interview items with follow-up probes designed to provide complete information of the child's development
- Flexible administration allows for use by a team of professionals
- Expanded range of items in all domains to measure development from birth through 7.11 years
- CD-ROM and Web-based computer scoring options give a wide range of reports from which to choose
- *BDI-2 Spanish* version also available
- Ideal for [universal screening](#) in problem-solving models like [Intervention \(RTI\)](#).

Technical Support

Each user is assigned a login and password depending on the functions they need to perform and the data they are entitled to access.

(To receive a login, please contact the 619 Coordinator at 605-773-3678.

For technical assistance regarding use of the Data Manager, please use the following contact information:

Email: techsupport@riversideinsights.com

Phone: 800.323.9540 Option 3, then Option 2

Hours: Monday-Friday 8AM to 6PM CT

Logging on to BDI-2 Data Manager

1. Enter the following link in your internet browser: <http://www.bdi2datamanager.com>
2. Enter your **Login ID**
3. Enter your **Password**
4. Click **Login**

Searching for Child Records

Before adding a child record, first search for the child.

1. To locate a child's record, choose **Child Administration** → **Search Child**.



2. Enter child's first name and last name. If you know the Child ID, you may enter this.

Child - Search and Manage
Use this page to locate and manage child records.
Note: Search capabilities are defined by your authorized privileges.

To view a list of all the child records in the organization, click the **Search** button. To narrow your search, enter information in one or more of the identifying information fields and/or select criteria from the drop-down lists. To narrow your search further, click the check boxes. When the Search Results appear in the list, locate the child's record.

To edit the record, click the **Edit** icon.

To remove a record from the list, click the **Delete** icon. To add a deleted record to the list, click the **Undelete** icon.

To add a new assessment to the record, click the **Assessment** icon.

To produce a report from the child's record, click the **Report** icon.

To add notes to the record, click the **Notes** icon.

To clear the search results, click the **Clear** button.

First Name:
Last Name:
Child ID:

Only Unassigned Children
 Only Deleted Children

Search **Clear**


Selected Organization:

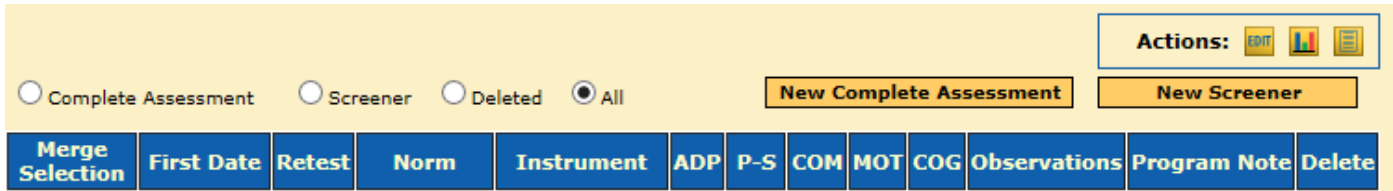
SDECO

3. Once child appears in search results, click on appropriate box for **Actions** you are looking for.



Student 0000	Test	Female	Y	South Dakota-School	11/01/2007	
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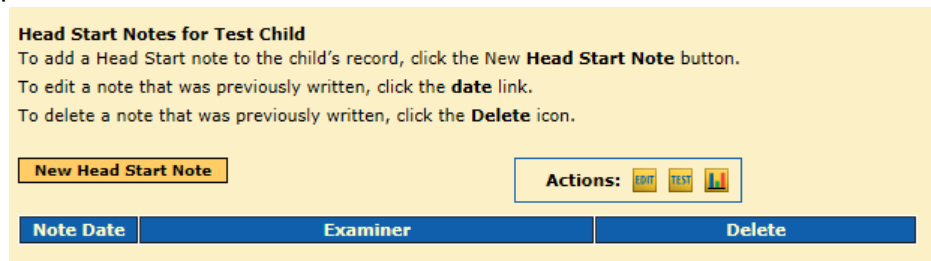
- **Edit:** This will take you to the child's records for editing information such as an error-entered name spelling or date and for assigning the child from one class to another. Once corrections have been made, be sure to **SAVE** at the bottom of the page or you will have to re-edit again.
- **Delete:** **Undelete:** **Do not delete or undelete child's records.** If this child is no longer in your district, contact the 619 Coordinator OR 605-773-3678.

- **Assessment:**  This will show all assessments given to the child.



The screenshot shows a filter bar with radio buttons for 'Complete Assessment', 'Screener', 'Deleted', and 'All' (selected). To the right are buttons for 'New Complete Assessment' and 'New Screener'. Below the filter bar is a table header with columns: Merge Selection, First Date, Retest, Norm, Instrument, ADP, P-S, COM, MOT, COG, Observations, Program Note, and Delete. An 'Actions' box with 'EDIT', 'TEST', and 'REPORT' icons is also visible.

- **Report:**  See Reports directions on page 13 (Exporting data)
- **Head Start Notes:**  This feature is optional for making notes based on Head Start's domains of development.



The screenshot shows a section titled 'Head Start Notes for Test Child'. It contains instructions: 'To add a Head Start note to the child's record, click the New **Head Start Note** button. To edit a note that was previously written, click the **date** link. To delete a note that was previously written, click the **Delete** icon.' Below the text are a 'New Head Start Note' button and an 'Actions' box with 'EDIT', 'TEST', and 'REPORT' icons. At the bottom is a table header with columns: Note Date, Examiner, and Delete.

When searching for a child's name and the child does not show up, recheck spelling of name. Sometimes less letters used helps narrow the search. For example; First name: Jo and Last Name: Do for John Doe. If you know that a child should be in the system and is not, contact the 619 Coordinator at 605-773-3678.

Adding Child Records

1. To add a child's record, choose **Child Administration** → **Add Child**.



2. Fill in the required information (fields marked with a red asterisk). These include: First name, last name, child ID (SIMs # if available), DOB (must be entered as MM/DD/YYYY), gender, ethnicity and race. The child's ethnicity must be entered using the menu provided.

Child Information
Fields with * are required fields

This page provides fields for entering a child's identifying information and assigning the child to a class or group. A child can be assigned to more than one class or group.

Enter information in the fields and use the drop-down lists to identify the child. Fields marked with a red asterisk (*) are required.

After completing the fields, click the **Save** button.

First Name:*	<input type="text"/>	Last Name:*	<input type="text"/>
Child ID:	<input type="text"/>	DOB:*	<input type="text"/>
Gender:*	<input type="text"/>	Disability:	<input type="text"/>
Language:	<input type="text"/>	Ethnicity:*	<input type="text"/>
Address:	<input type="text"/>	Race:*	<input type="checkbox"/> American Indian or Alaska Native
Address 2:	<input type="text"/>		<input type="checkbox"/> Asian
City:	<input type="text"/>		<input type="checkbox"/> Black or African American
State:	<input type="text"/>		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
Zip Code:	<input type="text"/>		<input type="checkbox"/> White
Country:	<input type="text"/>		<input type="checkbox"/> Not Selected
Phone:	<input type="text"/>		
E-mail:	<input type="text"/>		

3. To assign a child, click on drop-down box under **School***. Click the + box to select school district and the other + box to select the district-school again. (this will bring up individual schools that will show up in the **Available** box).
4. Click on **Assign >>** and the name of School District you selected will now show in the **School Summary**. Click on school district and it will be highlighted.

School*

Brookings School Di-School

- + Britton Hecla
- Brookings School District
 - Brookings School Di-School
- + Burke Mid Central Ed Coop
- + Canistota Combelt Ed Coop
- Center School District

School Summary:

Brookings School Di-School

Assign >>

<< Unassign

5. Scroll down to the **Available** box and select the **Class/Teacher** child will be assigned to. Click on **Assign >>** and selected will appear in **Assigned** box. It will also appear in the **Class/Teacher Summary**.

Class/Teacher:

Available	Buttons	Assigned
Camelot	Assign >>	Hillcrest Elementary 500104
Dakota Prairie		
Inactive Brookings Schoo 5001999	<< Unassign	
Kristin Coon's Early childhood Classroo		
Medary Elementary 500105		

Special notes:

- You must assign each child to an available **Class/Teacher**.
 - More than one district may show up due to child moving. One school will be Inactive.
 - Child User Defined Fields does not need to be filled out
6. Click **Save** to finish or click **Save & Add Another Child** if you want to add another child's record.

Save Save & Add Another Child Cancel

Moving a child to a different **Class/Teacher** within the district

1. Search for the child record. Enter child's first name and last name. (first 3 letters of each also work).
2. Scroll down to **Available**, select the **Class/Teacher** child is moving to, and select **Assign >>**. Once assigned, click on the school the child no longer attends and select **<< Unassign**. The correct school will appear in the **Class/Teacher Summary**

Class/Teacher:

Available	Buttons	Assigned
23 23's Inactive	Assign >>	State Admin's Elementary Preschool
24 24's Inactive		
26 26's Inactive	<< Unassign	25 25's Inactive
27 27's Inactive		
28 28's Inactive		

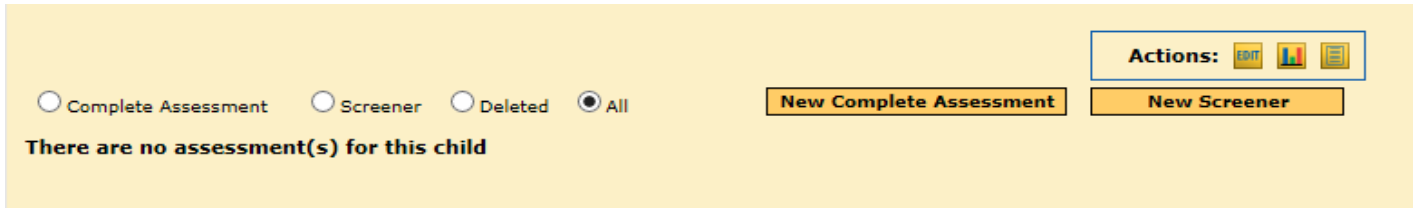
Class/Teacher Summary:

- South Dakota-School - State Admin's Elementary Preschool
- South Dakota-School - 25 25's Inactive

Special note: If a child has moved into your district from another SD district, please contact the 619 Coordinator to have your district added to the child's list of districts.

Adding Assessment Data

- Once child has been searched and appears in the **Search Results**, click on the **TEST** icon. If this is the first assessment entered for that child, **there are no assessment(s) for this child** will appear.



Complete Assessment
 Screener
 Deleted
 All

Actions:

There are no assessment(s) for this child

- To enter a new assessment data, select either “**New Complete Assessment**” or “**New Screener**.” A blank chart will appear for you to enter test dates, examiners, and raw scores. If this is the *initial* assessment and the child has no previous assessments, you would click the **BDI-2 NU Norms**.

Scoring Method: Raw Scores Item Details

Norm Type: BDI-2 Norms BDI-2 NU Norms

When choosing the normative set for exit assessment, it is best practice to use the same normative set used for entry assessment.

Select Domain	All	Test Date	Examiner	Raw Score	Spanish S I/O	AE	PR	SS
Adaptive								
Self-Care	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Personal Responsibility	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Personal-Social								
Adult Interaction	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Peer Interaction	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Self-Concept and Social Role	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Communication								
Receptive Communication	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Expressive Communication	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Motor								
Gross Motor	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Fine Motor	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Perceptual Motor	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Cognitive								
Attention and Memory	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Reasoning and Academic Skills	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-
Perception and Concepts	<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	-	-	-

Special Note: When BDI-2 NU Norms is checked for entry assessment, it is best practice to use the same normative set for the exit assessment.

- If child has previous assessments in the system and you are entering another assessment, select either **"New Complete Assessment"** or **"New Screener."** A blank chart will appear for entering data. Be aware of previous test normative and check same **Norm Type**.

Complete Assessment
 Screener
 Deleted
 All

Merge Selection	First Date	Retest	Norm	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	8/3/2010	-	BDI-2	Complete Assessment	X	X	X	X	X	-	Program Note	

- If you are needing to "complete" an assessment that has not been completed or where not all data has been entered, click on the incomplete test under **First Date**. An **"X"** indicates the section of the test has been completed with a raw score. An **"I"** indicates the section has been started but is incomplete and something is missing. A **"-"** indicates that nothing is entered at all in that section.

Merge Selection	First Date	Retest	Norm	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	8/3/2010	-	BDI-2	Complete Assessment	X	X	X	X	X	-	Program Note	
<input type="checkbox"/>	6/2/2008	-	BDI-2	Complete Assessment	X	-	-	-	-	-	Program Note	
<input type="checkbox"/>	6/24/2007	-	BDI-2	Complete Assessment	I	I	-	-	-	-	Program Note	

Scoring Method, Norm Type, and Selecting Domain

- When selecting **Raw Scores or Item Details**: This will depend on whether you have previously scored the assessment by hand. If you have not scored the assessment by hand you will need to select the item details tab. If you have already scored the assessment by hand you will need to select the raw score tab and manually enter the scores.

Scoring Method:
 Raw Scores
 Item Details

- When selecting **BDI-2 Norms OR BDI-2 NU Norms**: If the child was previously tested using the old norms (BDI-2 Norms) you must continue using the old norms for any new assessments to be consistent. But, if this child has had no prior assessments, you would score using the new norm BDI-2 NU Norms.

Norm Type:
 BDI-2 Norms
 BDI-2 NU Norms
When choosing the normative set for exit assessment, it is best practice to use the same normative set used for entry assessment.

- When selecting **Domains**: Select All or individually check each subdomain.
- Enter Test Date, Examiner, and Raw Score. Be sure to save each time you exit the assessment page.

Entering the Program Note

1. After the assessment has been saved, scroll down to bottom of page and select the "back" button. This will take you back to the child's assessment.

Merge Selection	First Date	Retest	Norm	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	8/3/2010	-	BDI-2	Complete Assessment	X	X	X	X	X	-	Program Note	

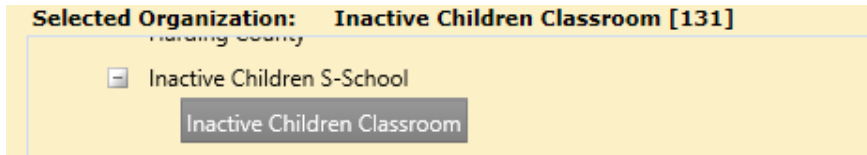
2. Click on **Program Note**: This notifies the state of the district's "purpose of the testing" and helps track data. Districts must enter one of the following BDI-2 program notes for each child.
3. **Program Note 1** is the big box and is *not* labeled Program 1. You may type the wording in program note 1 **or** use the program note 2 dropdown menus. *Typing in large box will allow for "test purpose" to show up on child comprehensive report.*

Part B (Ages 3–5) Data Point Options	
Options	Definitions
Part B Entry	The assessment represents the child's status on ENTRY into the preschool Special Education program.
Part B Exit	The assessment represents the child's status on EXIT from the preschool Special Education program.
Transition	The child is aging out of Part C and determined eligible for Part B.
0: Ineligible OR Parents Decline	The child was determined ineligible for services and will not be receiving services through the preschool Special Education program - OR – The child is eligible , and parents decline services.
1: Other—Not for Child Outcomes	The assessment was conducted for a purpose unrelated to providing entry or exit data for the South Dakota Outcomes Measurement Reporting. Ex: The assessment was conducted as part of ongoing progress monitoring or student did not receive 6 months of services.

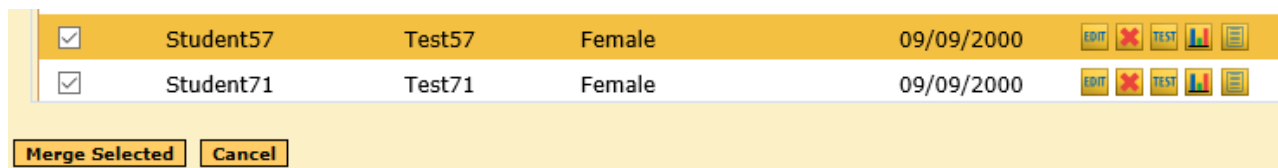
*****Program notes must be entered exactly as stated above. No additional words or word variations will be accepted*****

Merging Duplicate Child Records

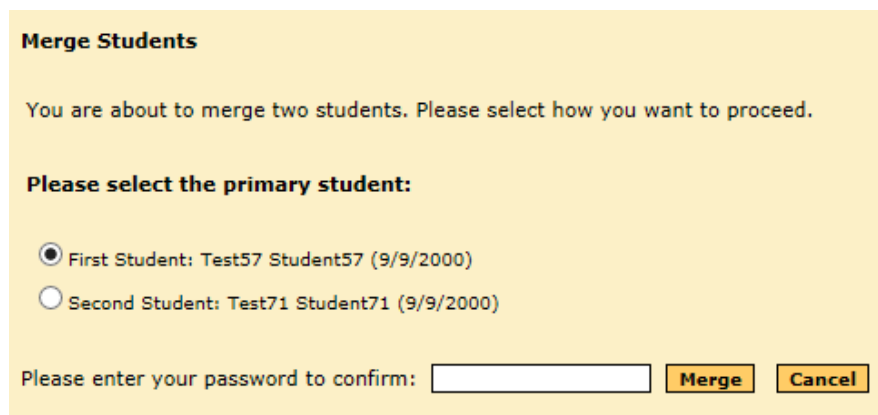
1. To merge a child's record, go to Child administration and click on **View Roster**.
2. Select the organization that the duplicate child records are in. A list of children will come into view.



3. Select the two child records you want to merge (only two can be merged at a time) then select **Merge Selected**.



4. Once the **Merge Selected** button is clicked you will be asked to select the primary student. The primary overwrites the secondary child's demographic information. All testing information will remain the same. Enter your password to confirm.

A dialog box titled "Merge Students". It contains the text: "You are about to merge two students. Please select how you want to proceed." Below this, it says "Please select the primary student:" followed by two radio button options: "First Student: Test57 Student57 (9/9/2000)" and "Second Student: Test71 Student71 (9/9/2000)". At the bottom, there is a text input field for a password and "Merge" and "Cancel" buttons.

Merge Students

You are about to merge two students. Please select how you want to proceed.

Please select the primary student:

First Student: Test57 Student57 (9/9/2000)

Second Student: Test71 Student71 (9/9/2000)

Please enter your password to confirm: **Merge** **Cancel**

Special Note: Date of Birth on both child records must match or the system will not allow a merge.

Exporting Data

To verify your district data, analyze data, and cleanup your data you can follow the export process below.

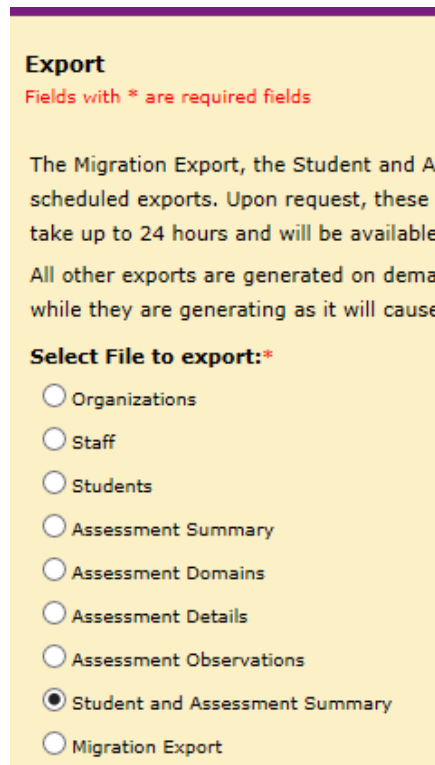
1. Sign in to the data manager and go to **Import/Export**.



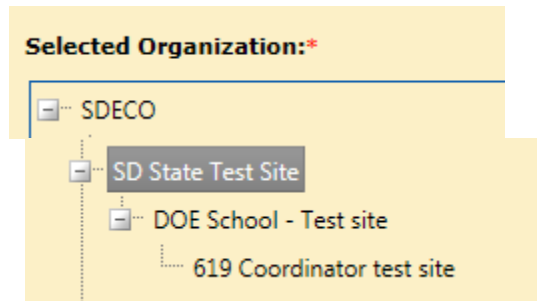
2. Hover over Import/Export to bring up menu and select **Export**.



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

A screenshot of the 'Export' form. The form has a yellow background and a purple header. The title 'Export' is in bold. Below the title, there is a red note: 'Fields with * are required fields'. The main text explains that Migration Export, Student and Assessment Summary, and Scheduled exports are scheduled and take up to 24 hours. Below this, there is a section titled 'Select File to export: *' with a list of radio button options: 'Organizations', 'Staff', 'Students', 'Assessment Summary', 'Assessment Domains', 'Assessment Details', 'Assessment Observations', 'Student and Assessment Summary' (which is selected), and 'Migration Export'.

4. Select the district, school, or class you want to pull data from.
















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.

A screenshot of a form section. It has three main parts: 1. "Export Beginning Date*" with a text input field containing "7/1/2014" and a calendar icon to its right. 2. "Export Ending Date*" with a text input field containing "5/22/2015", a clear 'x' button, and a calendar icon to its right. 3. "Select Program Note Criteria:" which contains two rows: "Criteria 1:" with two dropdown menus, and "Criteria 2:" with one dropdown menu.

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**.

A screenshot of a form section. It has three main parts: 1. "Export File Format" which is a link. 2. "Select File Delimiter" with three radio button options: "Tab" (selected), "Comma", and "Xml". 3. "E-mail:*" with a text input field containing "Enter Your Email Address" and a clear 'x' button. Below these is a yellow button labeled "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 yet" while the program is running your report.

Home	Hierarchy Organization	Staff Administration	Child Administration	Reports	Import/Export	
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		Export - Student and Assessment Summary		Not Started	 

Program Note Criteria 2:

- You will also receive an automatic email to the email address you entered that looks like the email below.

Confirmation of Scheduled Export

RPCBDI2Support@hmhpub.com

Sent: Fri 05/22/2015 9:43 AM

To: Trujillo, Wendy

Thank you for requesting an export from the *Battelle Developmental Inventory™*, Second Edition (BDI-2™) *Data Manager*. Exported files may take up to 24 hours to process. Once the export is complete, you will receive another e-mail indicating that your file is ready for viewing and downloading. This file will be available for 2 weeks. Included below is the list of filters you used to create the export file. If you have any questions or concerns, please contact Riverside Software Support team at rpcbdi2support@hmhpub.com.

Filters:

Job ID: 22385

Description: Export - Student and Assessment Summary

Organization Name: SD State Test Site

From Date: 07/01/2014

To Date: 05/22/2015

Delimiter: Tab

Program Note Criteria 1:

And/Or Operator:

Program Note Criteria 2:

- When the report is ready to view, you will receive another email.

Scheduled Export is Now Available

RPCBDI2Support@hmhpub.com

Sent: Fri 05/22/2015 9:59 AM

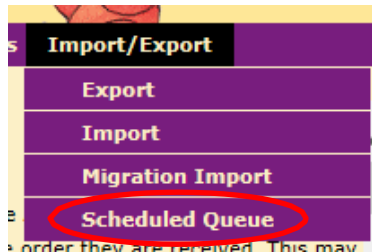
To: Trujillo, Wendy


Your exported file from the *Battelle Developmental Inventory™*, Second Edition (BDI-2™) *Data Manager* is now available for viewing and downloading in the Scheduled Queue, located under the Import/Export tab. This file will be available for 2 weeks, so please plan accordingly. If you have any questions or concerns, please contact Riverside Software Support team at rpcbdi2support@hmhpub.com.

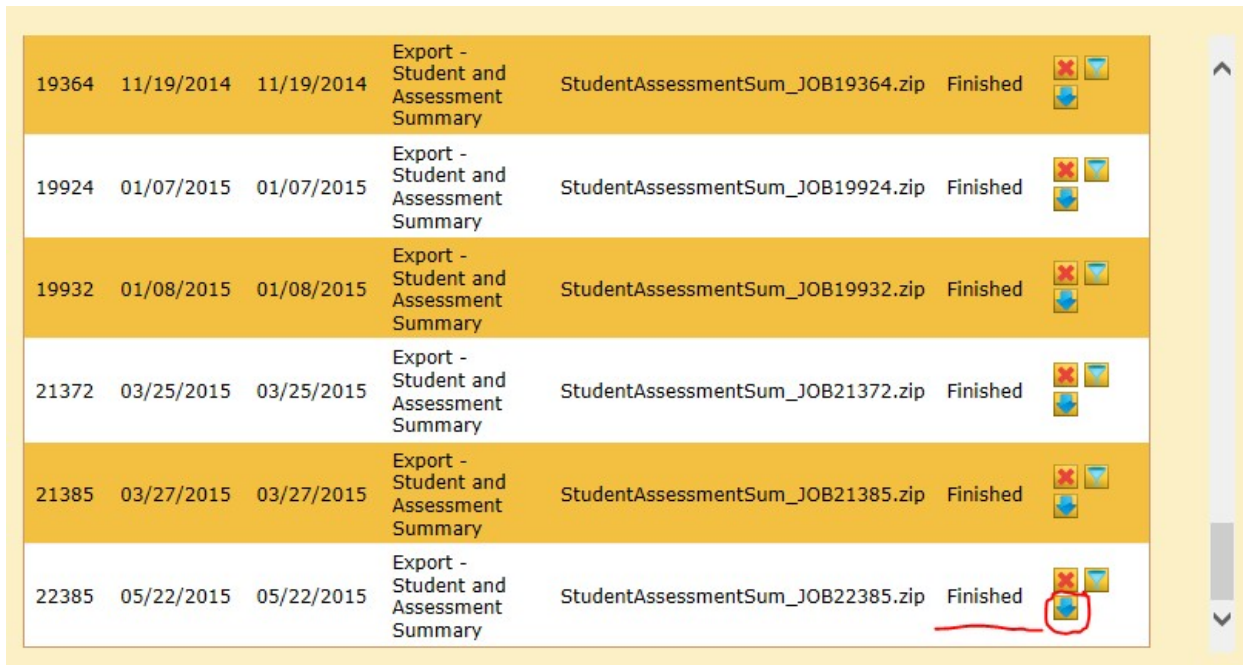
How to Access the Report





(If you don't close screen you can refresh the page when the report is available).

1. Hover over the **Import/Export** from the menu select **Schedule Queue**.

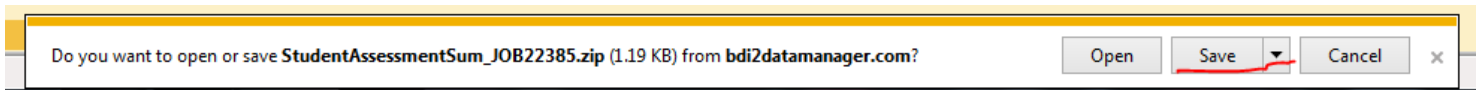


2. Find your report at the bottom of the list. Select the  button.

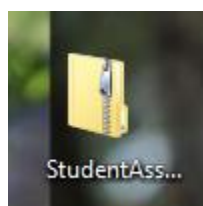


19364	11/19/2014	11/19/2014	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19364.zip	Finished	
19924	01/07/2015	01/07/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19924.zip	Finished	
19932	01/08/2015	01/08/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19932.zip	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	

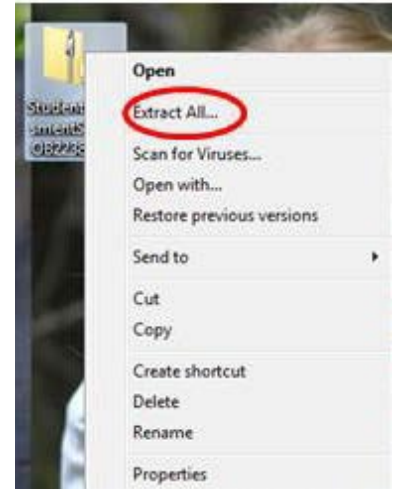
3. You will get a pop-up with the option to save. You will need to save the file to your computer.



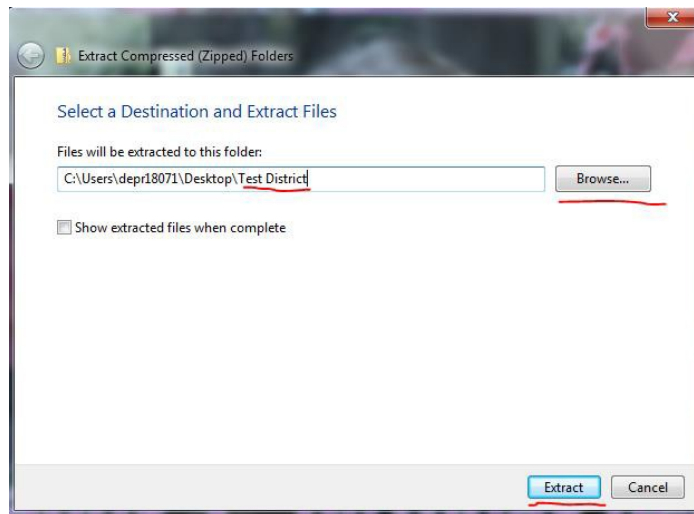
4. Once you have saved you will get a folder that looks like this. You will then need to extract the file.



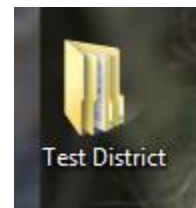
5. Right click on the exported file and select **Extract All**.



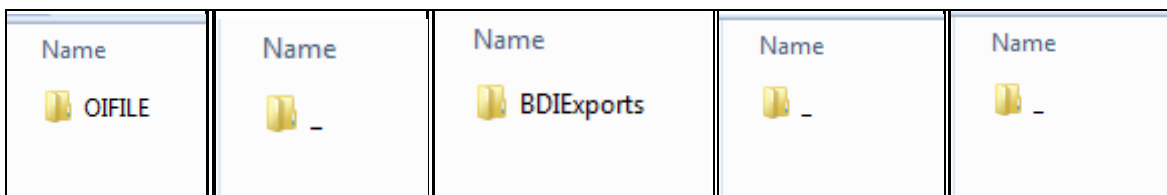
6. You will get a new pop-up to select where you want to save the new file, choose where you want to save. You may want to rename the file, so you can distinguish between the extracted file and the exported file. Select **Extract** when you have the file name and location set.



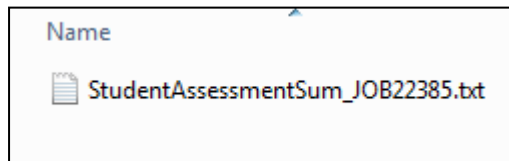
7. The new file will show up in the location you chose. Open the file.



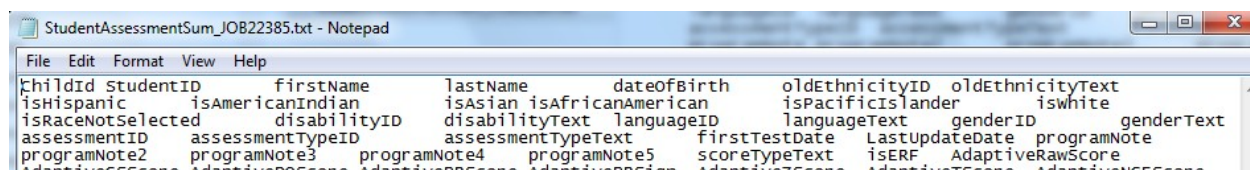
8. Open the file several times to get to the document needed. Below is the series of icons you will see as you open the files.



9. This is the final file with the data you need.



10. Open the **StudentAssessmentSum** text file to get data that looks like the image below. In order to view and manage the data you will need to copy and paste the data into an excel file.



How to Transfer Data to Excel

1. Menu bar go to "Edit" and "Select all"
2. Menu bar go to "Edit" and "Copy"
3. Open Excel File
4. Select first cell and choose "Paste" from menu at the top.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Childid	StudentID	firstName	lastName	dateOfBir	oldEthnici	oldEthnici	isHispanic	isAmerica	isAsian	isAfricanA	isPacificls	isWhite	isRaceNot
2														
3														

5. Delete the columns you do not need.
6. These are the columns used when looking at duplicates and program notes.

C	D	E	W	Z	AA
firstName	lastName	dateOfBir	assessmentTypeText	programNote	programNote2

IB	IC	ID
School	District	State

District Reports:

If you would like a copy of student specific information from the APR reports that are available, please contact the 619 Coordinator at 605-773-3678.