Common BDI-3 Data Entry Errors for Part B 619 (Ages 3-5)

Program Labels Errors

INCORRECT PROGRAM LABELS

Students who are evaluated for progress monitoring purposes, must have a correct program label. Program labels allow SEP to compare student entry and exit data for Indicator 7 reporting. Incorrect program labels do not allow SEP to determine which base line entry data to compare to the exit data. If the student is missing or has the incorrect program label, they will be excluded from the data set which may impact your indicator results. Additional information on program labels can be found here.

To correct the program label, a person with editing permissions in your organization will need to follow these steps.
1) Log into Riverside Score
2) Click on the Battelle3 box
3) Choose Child Administration from the top ribbon
4) Choose Search/Edit Child from the drop-down box
5) Search for the student and click on their name
6) Click on the Record form that you want to make changes to
7) Click on the drop-down box under Program Label and choose the correct label
8) No other data should be accessible to change at this time if the ERF is older than 90 days
9) At the bottom of the page, scroll down, you will find a blue save box to save your data

Location Errors

STUDENT'S DATA IS MISSING LOCATION

All Part B 619 students with a BDI-3 evaluation should be assigned a school location.

To assign a location:
1) Log into Riverside Score
2) Click on the Battelle3 box
3) Choose Child Administration from the top ribbon
4) Choose Search/Edit Child from the drop-down box
5) Search for your student and click on their name
6) On the right side, under tools, click edit child
7) Lick on the blue drop down arrow under Location*
   a. Click on the "∨" next to your district/coop
   b. Click on the "∨" next to your district
   c. Then choose your school
8) Click save in the lower right corner

*Please note, if you are missing a location, please work with the Preschool 619 Coordinator to be sure any new locations are added correctly.

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CHILD ID/State ID Errors
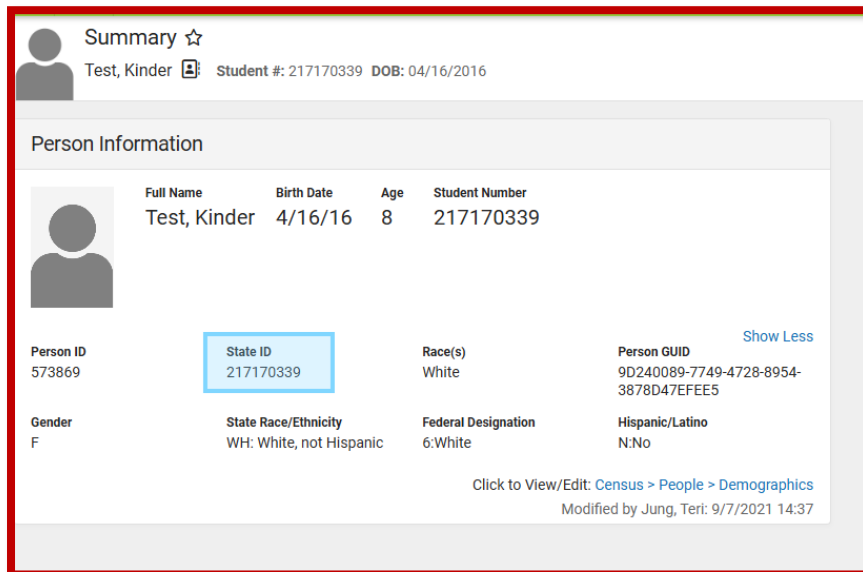
CHILD ID MISSING OR INCORRECT

Students' records missing a CHILD ID (State ID from Infinite Campus that is 9 digits long) who are eligible for special education services under Part B 619, or the CHILD ID is incorrect. The CHILD ID must be the same as the state ID found in Infinite Campus. This allows the SEP to match student records in Riverside Score to Infinite Campus to ensure all students are accounted for and to provide SEP with student demographic data. Many students do not have a CHILD ID until after their eligibility meeting, districts will need to develop a process to ensure that CHILD IDs are added when the student begins receiving services and are entered into Infinite Campus.

To correct CHILD ID errors, a person with editing permissions in your organization will need to follow these steps.

1) Log into Riverside Score
2) Click on the Battelle3 box
3) Choose Child Administration from the top ribbon
4) Choose Search/Edit Child from the drop-down box
5) Search for your student and click on their name
6) On the right side, under tools, click edit child
7) Open a new window and log into Infinite Campus
8) Find the student's CHILD ID in Infinite Campus by searching for the student
9) Under student summary there will be a number labeled State ID, copy this number
10) Paste the number from Infinite Campus into Riverside Score's box labeled CHILD ID
11) Click Save

* Note: Students who are not eligible for Part B 619 services may not have a State ID, including students who are evaluated for Part C (Birth to Three) services.

Example of where to find State ID for the CHILD ID field:

Other Data Errors

EXITS WITHOUT ENTRY

Students with BDI-3 exit program labels must have an entry program label. Students who have no baseline data to compare to the exit data will not be included in your Indicator 7 data set. All students ages 3-5 entering Part B 619 services must have an entry/transition BDI-3 completed upon entry into special education services, and they will receive 6 months or more of services; the BDI-3 can be given as part of their initial evaluation for services.

Student exit data must be collected no more than 90 calendar days prior to the student's 6th birthday or upon exiting Part B 619 services. If the student's 6th birthday occurs during July or August, the BDI may be completed within 30 calendar days prior to the end of the LEA's current school year. To capture the most progress, LEAs should consider assessing students as close to exit as possible.

DUPLICATE STUDENT RECORDS (NAMES, TEST DATES, SCORES, ETC)

Duplicate student records occur for a couple of reasons.
- First, when evaluators enter the test score information more than once and commits the record for the student.
- Second, when two or more evaluators enter the test score data and commit the records.

Duplicate records use multiple ERFs, have identical data, and require the district to delete duplicated records without receiving the ERFs back to use on future students. It is important for each evaluator to search for the student prior to entering a new record. Student records may be edited or merged within 90 days of the record being committed.
If a student record is duplicated and the entire record doesn't match, the student is excluded from the data set due to SEP being unable to determine which record is accurate.

MISSING SCORES

Indicator 7, Child Outcomes, data requires the full BDI-3 evaluation be completed for entry and exit data purposes. Students must have scores in all domains (cognitive, adaptive, motor, communication, personal/social) to be included in the data set.