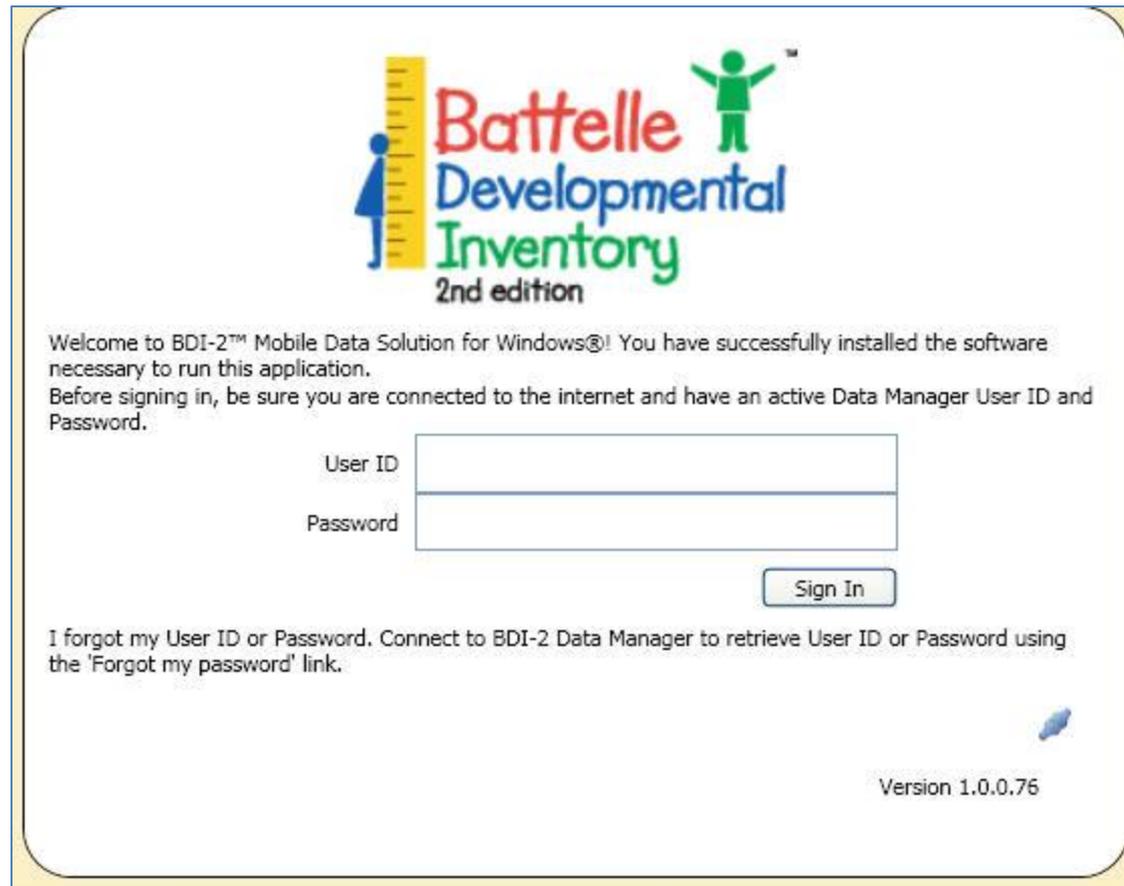


Getting Started
with
**BDI-2™ Mobile Data Solution for
Windows®**



Starting and Logging In

- Double click the **BDI-2 icon** on your desktop to start the program.
- Enter **User ID** and **Password** then click the **Sign In** button



Battelle
Developmental
Inventory
2nd edition

Welcome to BDI-2™ Mobile Data Solution for Windows®! You have successfully installed the software necessary to run this application.
Before signing in, be sure you are connected to the internet and have an active Data Manager User ID and Password.

User ID

Password

I forgot my User ID or Password. Connect to BDI-2 Data Manager to retrieve User ID or Password using the 'Forgot my password' link.

Version 1.0.0.76



Welcome to BDI-2™ Mobile Data Solution for Windows®

Assessments



Select a Child and choose between a Complete Assessment or a Screener, or resume an assessment already in progress.

- [Start a New Assessment](#)
- [Resume an Assessment](#)

Reports



Select a Report.

- [Report to Family](#)
- [Score View](#)

Child Information



Search or browse for a specific child's record or add a new child record.

- [Browse or Update a Child Record](#)
- [Add a New Child Record](#)

My Activities (ERFs remaining: 6)

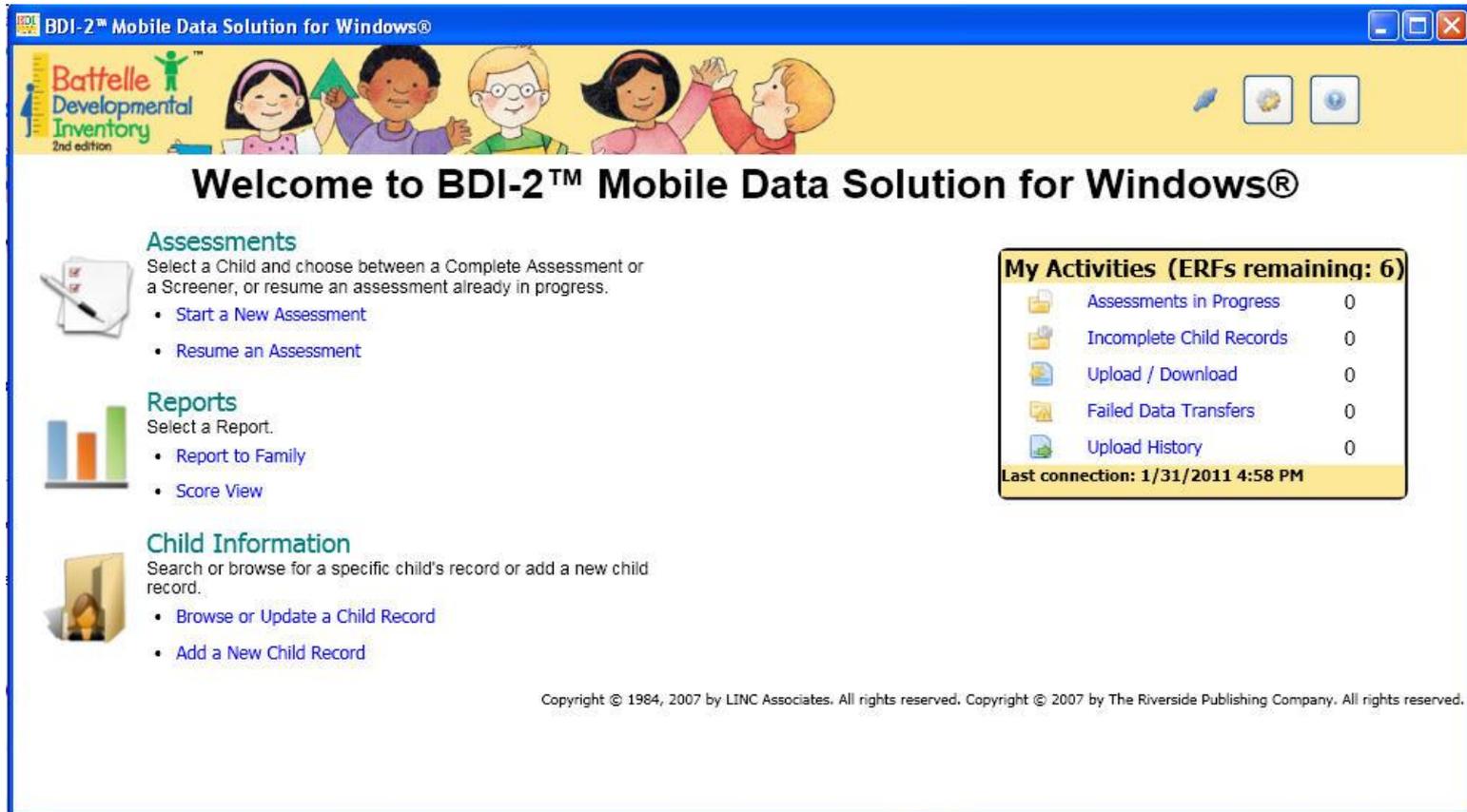
	Assessments in Progress	0
	Incomplete Child Records	0
	Upload / Download	0
	Failed Data Transfers	0
	Upload History	0

Last connection: 1/31/2011 4:58 PM

Adding a Child Record

Children can be added directly into the MDS

- Click on **Add a New Child Record** link from Welcome screen.



BDI-2™ Mobile Data Solution for Windows®

Battelle Developmental Inventory
2nd edition

Welcome to BDI-2™ Mobile Data Solution for Windows®

Assessments

Select a Child and choose between a Complete Assessment or a Screener, or resume an assessment already in progress.

- Start a New Assessment
- Resume an Assessment

Reports

Select a Report.

- Report to Family
- Score View

Child Information

Search or browse for a specific child's record or add a new child record.

- Browse or Update a Child Record
- Add a New Child Record

My Activities (ERFs remaining: 6)

Assessments in Progress	0
Incomplete Child Records	0
Upload / Download	0
Failed Data Transfers	0
Upload History	0

Last connection: 1/31/2011 4:58 PM

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- Fill in all required information (fields marked with a red asterisk).

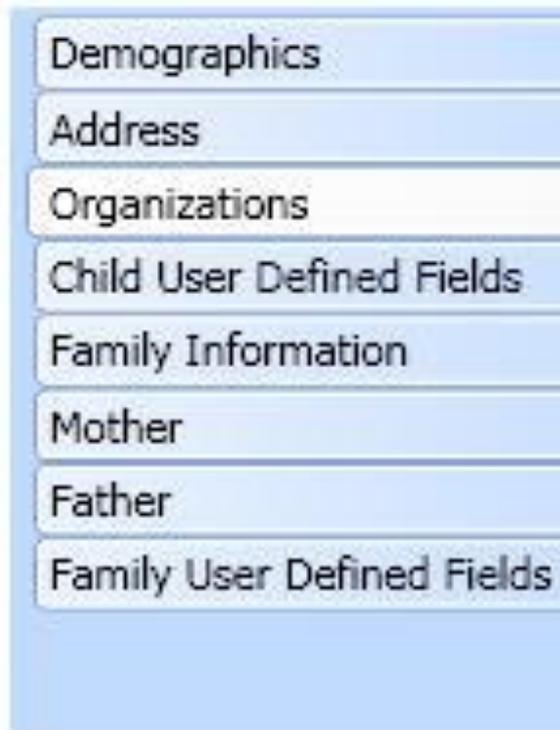
BDI-2™ Mobile Data Solution for Windows®

Add New Student

Enter information about this child below.

Demographics	First Name *	<input type="text"/>
Address	Last Name *	<input type="text"/>
Organizations	Child ID	<input type="text"/>
Child User Defined Fields	DOB *	Enter date <input type="text"/>
Family Information	Gender *	<input type="text"/>
Mother	Disability	<input type="text"/>
Father	Language *	<input type="text"/>
Family User Defined Fields	Ethnicity * (Select one)	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino
	Race * (Mark one or more)	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not Selected

- Assign the child to a location in the Data Manager hierarchy by selecting the **Organizations** tab on the left.



- Select the location and class/group with which the child is associated; click to put a check in the box beside the class into which the child is to be placed. **Note:** Assigning a child to a class/group is required if planning to upload to the Data Manager.
- Click **Save**.

BDI-2™ Mobile Data Solution for Windows®

Add New Student

Enter information about this child below.

Demographics	Select this child's organization. You can save the child without selecting an organization, but you won't be able to upload any of this child's results without one.
Address	
Organizations	<input type="checkbox"/> Early Steps
Child User Defined Fields	<input type="checkbox"/> 01- Central Area Early Steps program
Family Information	<input type="checkbox"/> Riverside Early Steps
Mother	<input type="checkbox"/> Birth to 2 yrs
Father	<input type="checkbox"/> Three to Five
Family User Defined Fields	

Save Cancel

Starting a New Assessment

- From the Welcome screen, select **Start a New Assessment**.
- **Step 1:** Select the child you want to assess.
You can scroll and select the child from the list of children or you can search for a child (by first name, last name, date of birth, etc.).
The selected child's information will show on the right side of the screen.
- **Step 2:** Choose **Complete** or **Screener**
- **Step 3:** Choose **English** or **Spanish Retest**
- **Step 4:** Select the assessment date (the default is the present date)
- **Step 5:** Select **Guided** or **Unguided**

Start a New Assessment

Select from the listing below or search: Search by Date of Birth

Filter by Groups	
Filter	Total
All Children	315
Unassigned	1
Resumable	0
State	314

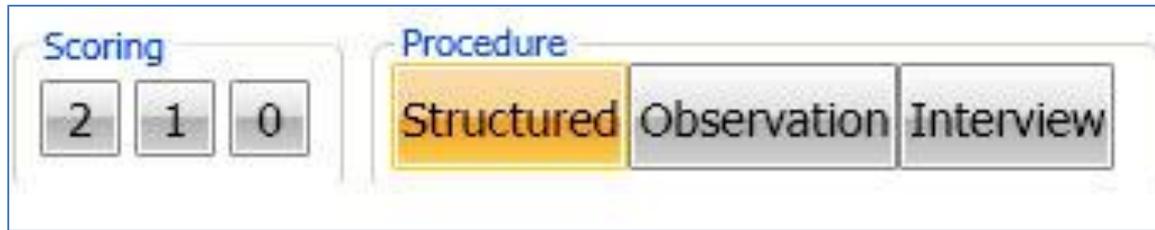
Filter by Last Name		
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		
Name	Child ID	Date of Birth
Fielding, Sasha		02/03/2008
Flor, Melissa		12/24/2002
Flores, Ana		04/04/2007
Flores, Ava		03/03/2005
Flores, Sam	123456	01/01/2008
Forbes, Kari		07/15/2007
Fox, Anastacia		10/28/2007
Garcia, Carlos		06/12/2002
Garcia, Eduardo		03/03/2005
Garcia, Elena	0123423423A	11/12/2006
Garcia, Isabella		02/12/2008

Actions

- Review Child Information
- Start a New Assessment
 - Current Assessment Set-up
 - Step 1. Selected Child
 - Isabella Garcia**
 - Step 2. Choose an Assessment Type
 -
 - Step 3. Select Administration Language
 -
 - Step 4. Select Assessment Date
 -
 - Step 5. Select Mode
 -
 - or
- Resume an Assessment
- Report to Family
- Score View

Item Scoring

- To score an item being administered, select the score and the procedure. The system will record the score and display the next item (if in “guided” mode).



The image shows a user interface for item scoring. It consists of two main sections: 'Scoring' and 'Procedure'. The 'Scoring' section has three buttons labeled '2', '1', and '0'. The 'Procedure' section has three buttons labeled 'Structured', 'Observation', and 'Interview'. The 'Structured' button is highlighted in yellow, indicating it is the selected option.

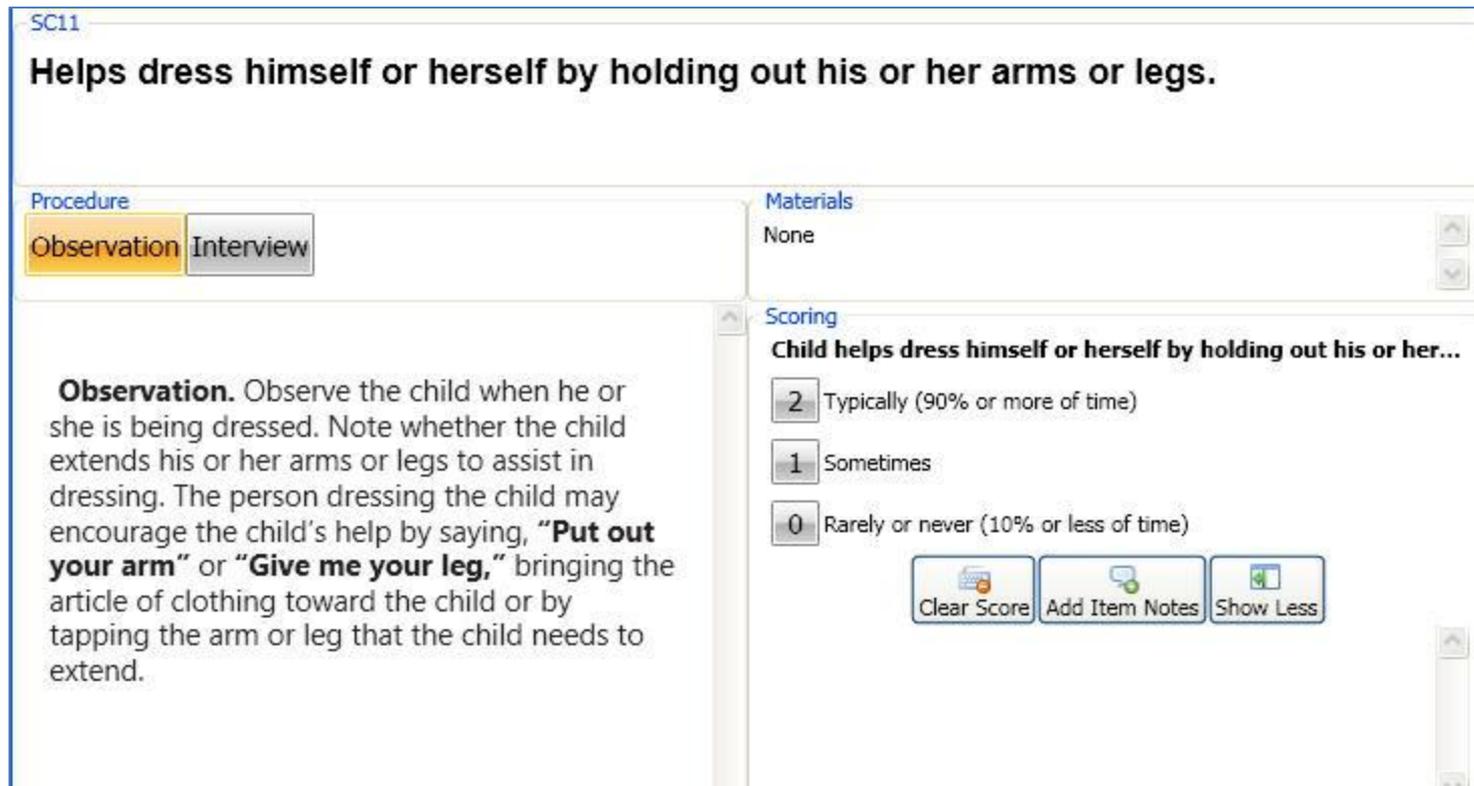
Scoring	Procedure
2	Structured
1	Observation
0	Interview

Additional Item Information

- Select the **Show More** icon to receive detailed item administration and scoring information.



- You will be provided with detailed information on how to administer and score the item.

A screenshot of the detailed item information page for item SC11. The page title is 'SC11' and the item description is 'Helps dress himself or herself by holding out his or her arms or legs.' Below the title, there are two tabs: 'Procedure' and 'Materials'. The 'Procedure' tab is selected, showing 'Observation' and 'Interview' buttons. The 'Materials' tab shows 'None'. Below the tabs, there is a 'Scoring' section with the title 'Child helps dress himself or herself by holding out his or her...'. It contains three scoring options: '2 Typically (90% or more of time)', '1 Sometimes', and '0 Rarely or never (10% or less of time)'. At the bottom right of the scoring section, there are three buttons: 'Clear Score', 'Add Item Notes', and 'Show Less'.

Multiple Response Items

- Some items require more than one response. In such cases, select the proper responses from the selections shown.
- Click the **Next** button to proceed to the next question.

The screenshot displays the BDI-2 Mobile Data Solution for Windows interface. At the top, the title bar reads "BDI-2™ Mobile Data Solution for Windows®". Below this, the user's name "Isabella Garcia" is shown, along with her date of birth (2/12/2008), age (34 months), and subdomain (Perception and Concepts). The assessment status is "Complete Assessment" with a subdomain date of 12/14/2010. The current item is PC8, titled "Matches a circle, square, and triangle." The response options are "Circle", "Square", and "Triangle", each with "Pass" and "Fail" radio buttons. The "Circle" option is currently selected. Below the response options, there are buttons for "Next", "Clear Score", "Add Item Notes", and "Show More". A scoring section shows a score of 0 for this item. At the bottom, a table lists the assessment items and their scores.

Months	Item #	Item	Score	Proc
	PC4	Feels and explores objects.	2	S
24-35	PC5	Physically explores or investigates his or her surroundings.	0	S
	PC6	Imitates simple facial gestures.	1	S
36-47	PC7	Places a circle and a square in a form board.	1	S
	PC8	Matches a circle, square, and triangle.	0	S
	PC9	Identifies familiar objects by their use.		

Timed Items

- Some items are timed. In such cases, the program provides a timer for administering the item.
 - Click the **Start Timer** button to start the timer and then administer the item.
 - When the child has completed the task, click the **Stop Timer** button to stop the timer.
 - Click the check box beside the items that were completed correctly.
 - Click the **Next** button to proceed to the next question.

5193

Locates hidden items in a picture scene - Level 2.

Start Timer 0:00 Stop Timer Reset

Items found within 2 minutes:

<input type="checkbox"/>	Ball
<input type="checkbox"/>	Glue bottle
<input type="checkbox"/>	Eraser
<input type="checkbox"/>	Red crayon
<input type="checkbox"/>	Unicorn
<input type="checkbox"/>	Compass

Scoring

2	1	0
---	---	---

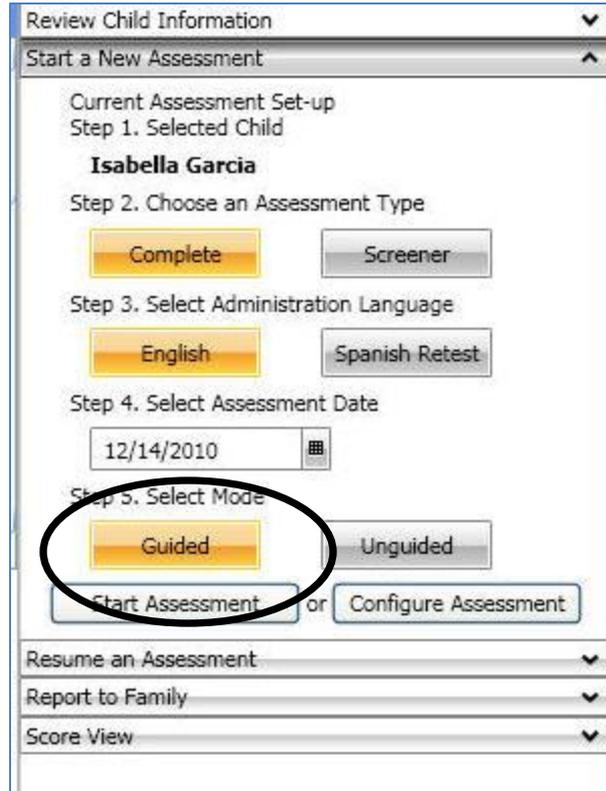
Procedure

Structured

Next Clear Score Add Item Notes Show More

Option 1: Entering Assessment Data – Guided Mode

This mode presents questions in order within a subdomain. When you enter scores for a question, it will automatically take you to the next question within the subdomain. You can switch to Unguided mode in the middle of a test.



The screenshot displays a web interface for starting a new assessment. The main heading is "Start a New Assessment". Below this, the "Current Assessment Set-up" is shown, including "Step 1. Selected Child" (Isabella Garcia), "Step 2. Choose an Assessment Type" (Complete and Screener), "Step 3. Select Administration Language" (English and Spanish Retest), "Step 4. Select Assessment Date" (12/14/2010), and "Step 5. Select Mode" (Guided and Unguided). The "Guided" button is circled in black. At the bottom, there are buttons for "Start Assessment" and "Configure Assessment".

Review Child Information

Start a New Assessment

Current Assessment Set-up

Step 1. Selected Child

Isabella Garcia

Step 2. Choose an Assessment Type

Complete Screener

Step 3. Select Administration Language

English Spanish Retest

Step 4. Select Assessment Date

12/14/2010

Step 5. Select Mode

Guided Unguided

Start Assessment or Configure Assessment

Resume an Assessment

Report to Family

Score View

- Select the procedure and the score for the item.
 - Enter the score (2, 1, or 0) and the procedure (Structured, Observation, or Interview) for the first item.

BDI-2™ Mobile Data Solution for Windows®

Isabella Garcia Complete Assessment
 Date of Birth: 2/12/2008 Subdomain Date: 12/14/2010
 Age: 34 months (2 years and 10 months)
 Subdomain: Self-Care Basal: Ceiling: Administration Mode: Guided

SC11
Helps dress himself or herself by holding out his or her arms or legs.

Scoring: 2 1 0 Procedure: Observation Interview
 Clear Score Add Item Notes Show More

Months	Item #	Item	Score	Proc
12-23	SC8	Feeds himself or herself bite-sized pieces of food.		
	SC9	Drinks from a cup with assistance.		
	SC10	Chews food using a rotary (side-to-side) jaw movement.		
24-35	SC11	Helps dress himself or herself by holding out his or her arms or legs.		
	SC12	Asks for food or liquid with words or gestures.		

Hide Scores: RS DQ/SS Z-Score AE

ADP
 SC
 PR
 P-S
 AI
 PI
 SR
 COM
 RC
 EC
 MOT
 GM
 FM
 PM
 COG
 AM
 RA
 PC

Save & Resume Later Options
 Conclude Assessment Head Start Notes
 Report to Family Program Notes
 Score View Test Observations

- The software will record the score and display the next item.

- Continue with each item in the subdomain, entering scores and procedures, until the basal and ceiling have been established.
- When the basal and ceiling have been established for a subdomain, a green check mark will appear beside the subdomain name on the right side of the screen, indicating that the administration of that subdomain has been completed.

BDI-2™ Mobile Data Solution for Windows®

Isabella Garcia **Complete Assessment**

Date of Birth: 2/12/2008 Subdomain Date: 12/14/2010

Age: 34 months (2 years and 10 months)

Subdomain: **Adult Interaction** Basal: Ceiling: Administration Mode: **Guided**

AI13

Shows appropriate affection toward people, pets, or possessions.

Scoring: [2] [1] [0] Procedure: **Observation** Interview

Clear Score Add Item Notes Show More

Months	Item #	Item	Score	Proc
	AI9	Plays peek-a-boo.		
	AI10	Discriminates between familiar and unfamiliar people.		
18-23	AI11	Shows appropriate signs of separation anxiety when removed from his or her parent or caregiver.		
	AI12	Continues to vocalize when imitated.		
24-35	AI13	Shows appropriate affection toward people, pets, or possessions.		

Hide Scores

	RS	DQ/SS	Z-Score	AE
✓ ADP	39	80	-1.33	
✓ SC	29	2	-2.67	17
✓ PR	10	9	-0.33	31
P-S				
AI				
PI				
SR				
COM				
RC				
EC				
MOT				
GM				
FM				
PM				
COG				
AM				
RA				
PC				

Save & Resume Later Options

✓ Conclude Assessment Head Start Notes

Report to Family Program Notes

Score View Test Observations

- The suggested first item for the subsequent subdomain will then be displayed.
- Continue administering items from any and/or every subdomain.
- Continue until all needed items are administered.
- Select **Save & Resume Later** (if you need to continue with the assessment at a later time) or **Conclude Assessment** (if the assessment is complete).

BDI-2™ Mobile Data Solution for Windows®

Isabella Garcia **Complete Assessment**

Date of Birth: 2/12/2008 Subdomain Date: 12/14/2010

Age: 34 months (2 years and 10 months)

Subdomain: Adult Interaction Basal: Ceiling: Administration Mode: Guided

AI13

Shows appropriate affection toward people, pets, or possessions.

Scoring: [2] [1] [0] Procedure: **Observation** Interview Clear Score Add Item Notes Show More

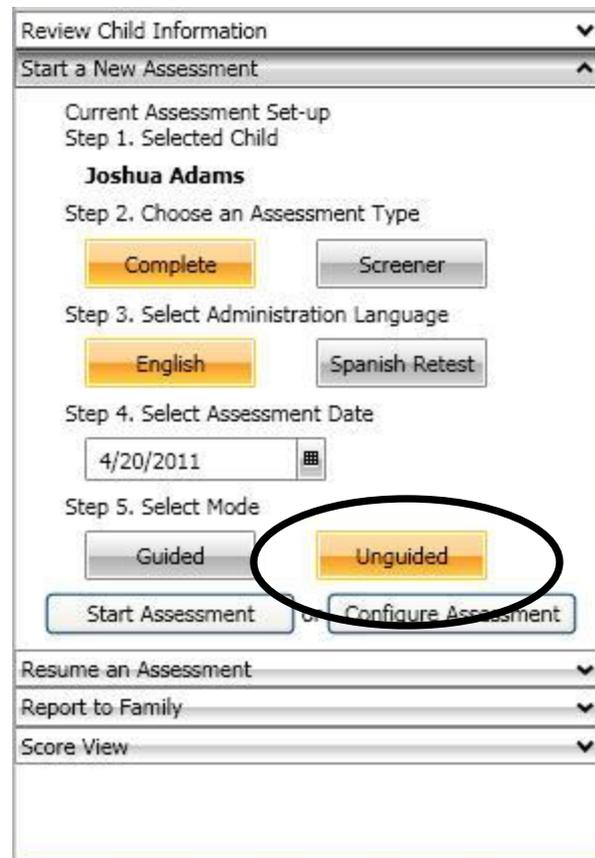
Months	Item #	Item	Score	Proc
	AI9	Plays peek-a-boo.		
	AI10	Discriminates between familiar and unfamiliar people.		
18-23	AI11	Shows appropriate signs of separation anxiety when removed from his or her parent or caregiver.		
	AI12	Continues to vocalize when imitated.		
24-35	AI13	Shows appropriate affection toward people, pets, or possessions.		

Hide Scores

	RS	DQ/SS	Z-Score	AE
✓ ADP	39	80	-1.33	
✓ SC	29	2	-2.67	17
✓ PR	10	9	-0.33	31
P-S				
AI				
PI				
SR				
COM				
RC				
EC				
MOT				
GM				
FM				
PM				
COG				
AM				
PA				
PC				

Option 2: Entering Assessment Data – Unguided Mode

This mode allows you to go between questions between Sub-domains without having to follow a particular order. Once you select this mode, you cannot switch back to the Guided mode. This mode is advantageous for examiners who are highly familiar with the administration of the Battelle.



The screenshot displays a web-based assessment setup interface. At the top, there are two dropdown menus: 'Review Child Information' and 'Start a New Assessment'. Below these, the 'Current Assessment Set-up' section is visible, starting with 'Step 1. Selected Child' and the name 'Joshua Adams'. 'Step 2. Choose an Assessment Type' offers two buttons: 'Complete' (highlighted in yellow) and 'Screener' (greyed out). 'Step 3. Select Administration Language' offers 'English' (highlighted in yellow) and 'Spanish Retest' (greyed out). 'Step 4. Select Assessment Date' shows a date field with '4/20/2011' and a calendar icon. 'Step 5. Select Mode' features two buttons: 'Guided' (greyed out) and 'Unguided' (highlighted in yellow and circled in black). At the bottom of this section are 'Start Assessment' and 'Configure Assessment' buttons. Below the setup section are three more dropdown menus: 'Resume an Assessment', 'Report to Family', and 'Score View'.

- Select the subdomain where you want to begin the assessment from the list of subdomains on the right.

BDI-2™ Mobile Data Solution for Windows®

David Abrams **Complete Assessment**

Date of Birth: 8/14/2006 Subdomain Date: 2/1/2011

Age: 53 months (4 years and 5 months)

Subdomain: **Gross Motor** Basal: Ceiling: Administration Mode: **Unguided**

GM33

Walks forward 2 or more steps on a line on the floor, alternating feet.

Scoring: 2 1 0 Procedure: **Structured**

Next Clear Score Add Item Notes Show More

Months	Item #	Item	Score	Proc
	GM29	Walks up and down stairs without assistance.		
	GM30	Walks backward 5 feet.		
	GM31	Throws a ball 5 feet forward with direction.		
	GM32	Jumps forward with both feet together.		
48-59	GM33	Walks forward 2 or more steps on a line on the floor, alternating feet.	2	S
	GM34	Walks down stairs without assistance, alternating feet.		

Hide Scores

RS DQ/SS Z-Score AE

ADP
SC
PR
P-S
AI
PI
SR
COM
RC
EC
MOT
GM
FM
PM
COG
AM
RA
PC

Save & Resume Later Options
 Conclude Assessment Head Start Notes
 Report to Family Program Notes
 Score View Test Observations

- The suggested first item for the selected subdomain will be displayed.
- Items can be administered in any sequence.
 - For items administered, enter the score (2, 1, or 0) and the procedure (Structured, Observation, or Interview) for the item.



The screenshot shows a user interface for administering test items. It features a 'Scoring' section with three buttons labeled '2', '1', and '0', where the '2' button is highlighted in yellow. To the right of the scoring buttons is a 'Procedure' dropdown menu with 'Structured' selected and highlighted in yellow. Further to the right are four buttons: 'Next', 'Clear Score', 'Add Item Notes', and 'Show More', each with a small icon above the text.

- Click **Next** to go to the next item in the subdomain
 - To select a different item in the subdomain, click on the item you want to administer
 - To move to a different subdomain, select the subdomain from the list of subdomains on the right.
- Continue administering test items.
- Select **Save & Resume Later** (if you need to continue with the assessment at a later time) or **Conclude Assessment** (if the assessment is complete).

Adding Test Observations

Test observations can be added to any test and are included in the reports.

- Select **Test Observations**. (For an assessment that already has item data entered, select the child, then select **Resume Assessment**; from there you can select **Test Observations**.)

Test Observations
✕



Isabella Garcia

Date of birth: 2/12/2008

Age: 34 months (2 years and 10 months)

Complete Assessment

Test Observations

Validity

Test Session Validity		
Validity	<input type="radio"/> Yes <input type="radio"/> No	All test items were administered using the standard Structured, Observation, or Interview procedure, as appropriate, for the item.
Physical Appearance	<input type="radio"/> Yes <input type="radio"/> No	Only used standard administration procedures during item administration. (Accommodations were not used when items were administered.)
Structured Items (Items were administered directly to the child by the examiner[s].)		
Testing Situation	<input type="radio"/> Yes <input type="radio"/> No	Child's English proficiency was sufficient for testing.
Mood and Activity Level	<input type="radio"/> Yes <input type="radio"/> No	Child understood instructions.
Attention and Concentration	<input type="radio"/> Yes <input type="radio"/> No	Child's vision was within normal range or corrected.
Problem-Solving Behaviors	<input type="radio"/> Yes <input type="radio"/> No	Child's hearing was within normal range or corrected.
Language Usage	<input type="radio"/> Yes <input type="radio"/> No	Child's motor functioning was conducive to valid and reliable results.
Accommodations	<input type="radio"/> Yes <input type="radio"/> No	Child's health was good, and was conducive to valid and reliable results.
Current Medications	<input type="radio"/> Yes <input type="radio"/> No	Child was cooperative.
Other Information	<input type="radio"/> Yes <input type="radio"/> No	Testing environment (i.e., ventilation, temperature, lighting, etc.) was satisfactory.
Reason for Referral	<input type="radio"/> Yes <input type="radio"/> No	Testing session is considered a valid representation of child's current functioning.
Other Tests	<input type="radio"/> Yes <input type="radio"/> No	
Background Information	<input type="radio"/> Yes <input type="radio"/> No	
Observation Items (Examiner has observed the child in the relevant activities.)		
		Child was observed <input type="text"/> times over <input type="text"/> days approximately <input type="text"/> minutes

- Add information about the Test Validity or select another category from the menu on the left on which to make observations.
- Test observation information can be entered into the text box for other categories of observations.

Test Observations Complete Assessment

Battelle Developmental Inventory 2nd edition

Isabella Garcia
Date of birth: 2/12/2008
Age: 34 months (2 years and 10 months)

Test Observations

Mood and Activity Level (affect, interest, off-task behaviors)

- Validity
- Physical Appearance
- Testing Situation
- Mood and Activity Level
- Attention and Concentration
- Problem-Solving Behaviors
- Language Usage
- Accommodations
- Current Medications
- Other Information
- Reason for Referral
- Other Tests
- Background Information

Clear Cancel Save

Uploading Data from Mobile Data Solution to Data Manager

All child records created or edited within the BDI-2 Mobile Data Solution for Windows application which are complete will be displayed in the Records table.

- Click the checkbox beside the child record to select the record or click the **Select All** checkbox to select all child records. **Note:** A child must have an assigned location in order for an assessment to upload to Data Manager.



My Activities (ERFs remaining: 6)		Select All	Child ID	Name	Date of Birth	Type	Administration Language	Assessment Date
 Assessments in Progress	1	<input checked="" type="checkbox"/>	1234567891	Addison, Morgan	4/2/2005	Complete Assessment	English	2/1/2011
 Incomplete Child Records	0							
 Upload / Download	1							
 Failed Data Transfers	0							
 Upload History	0							

- Click the **Upload** button to upload the selected records.

BDI-2™ Mobile Data Solution for Windows®

My Activities (ERFs remaining: 6)

	Select All	Child ID	Name	Date of Birth	Type	Administration Language	Assessment Date
Assessments in Progress 1	<input checked="" type="checkbox"/>	1234567891	Addison, Morgan	4/2/2005	Complete Assessment	English	2/1/2011
Incomplete Child Records 0							
Upload / Download 1							
Failed Data Transfers 0							
Upload History 0							

Download Child Records **Upload** Move to In-Progress Delete Close

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