**BDI Evaluator Process, Practice, & Checklist**

**BDI Evaluator (from At A Glance document)**

Process:

* Will evaluate all new referrals 13 months and older.
* Check Well Sky for BDI appointments, reserve BDI test kit. Contact Family to confirm appointment
* Always complete BTOTS Prior Notice
* Identify need to obtain a Permission to Evaluate, complete Up to 3 form (pink) or electronic version
* Identify need to provide Parent’s Rights, provide Baby Watch brochure.
* Explain the purpose and process for administering the BDI e.g., standardized instrument that must be administered in a particular way, parents cannot assist child during testing.
* Administer & calculate raw score BDI in all domains unless a parent has refused evaluation in any domain (see permission to evaluate for details)
* Complete BTOTS visit note on day of visit. Electronic is preferred. Paper visit notes are acceptable. Give parents a copy of the paper note. An electronic visit notes is sent through btots. Pink sheet is turned into data for data entry.
* Select Initial or ongoing eligibility determination as service type
* **Update** section: provide any new information parent provided e.g. saw doctor last week, started to use more words. Also include any main concerns they may report
* **Today** section: Provide a summary evaluation visit e.g., child’s behavior, level of participation, parent comments that other team members should know.
* File BDI protocol and paper visit note (if used) in child’s chart in Brigham or Logan office.

**Team (SLP, OT, PT, RN, ABC, Behavior, Nutrition, LCSW, other)**

* Identify need to provide Permission to Evaluate, Parent’s Rights &/or Prior Notice (service coordinator will send PN with initial dates/times/place, if you change the date/time/ place you must provide another PN).
* Request Release of Information, as appropriate.

Complete assessments appropriate for referral concerns: **SLP** AEPS soc. comm., HELP or CAPP; **PT** PDMS or HELP; **OT** sensory, feeding, AEPS/HELP fine motor, adaptive; **RN** Baby Watch HVH (evaluate b-12m

Related DEC Recommended Practices:

Assessment: A2 : Practitioners work as a team with the family and other professionals to gather assessment information

A4: Practitioners conduct assessments that include all areas of development and behavior to learn about the child’s strengths, needs, preferences, and interests.

A7: Practitioners obtain information about the child’s skills in daily activities, routines, and environments such as home, center and community.

A11: Practitioners report assessment results so that they are understandable and useful to families.

Description:

The Batelle Developmental Inventory 2NU (BDI 2-NU) is an early childhood instrument based on the concepts of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially from simple to complex. BDI-2 NU helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets.

It can be used to meet the federal reporting requirements across Part C and as such is administered to all children at referral, annual and exit. A child outcome score is calculated by BTOTS from the entry & exit BDI 2nu scores.

Children with PIP services are not appropriate for eligibility by standard score from BDI 2nu, but should have one completed for COS.

Process (See top of page)

**Training:**

 Training activities for training facilitator or mentor:

Onboarding introduction training for staff:

* Read: BDI manual
* Review: participate in training session with Summer Gunn. This usually takes four hours and includes a powerpoint training as well as hands on examples
* Watch:

**Practice:**

* Practice administering the BDI 2NU on a child you know
* Attend 5 BDI sessions with an UP to 3 staff who does BDI testing (Service Coordinator or BDI evaluator)
	1. Observe administration and score test. Compare your scoring against theirs.
	2. Score while they administer. Review scoring with evaluator.
	3. Administer and with guidance from evaluator while they score.
	4. Administer and score while they video
	5. Administer and score while they video. Submit this video to Summer for review to reach 80% interrater reliability.

Review Up to 3 Btots trainings and practice the following activities on training site: btots.mdsc.com (password is train plus three letters of month plus two numbers of the year). Example trainmay20.

1. Enter visit note- including observations and notes
2. Gather consent to evaluate, including limited consent
3. Send Written Prior Notice
4. Record contact Log information

Get Started

**Checklist**

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| Interviewer: Date:  | Never | Some-times | ½ of the time | Often | Always |
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Personal Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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